User's Manual

Version 1.1 - October 2010

INSIO

Studio Ingest Software

EVS

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What's New?

The following table describes the sections updated to reflect the new and updated features on INSIO version 1.1.

In the user manual, the icon

has been added on left margin to highlight information on new and updated features.

Click the section number (or the description) in the table to jump directly to the corresponding section.

Section	Description
General items	
Whole manual	Update XT server to EVS video server to take all the EVS video servers into account. EVS video server is sometimes simply called EVS server.
3.1.2	Setup page: new or updated settings are available.
3.3.5	Setup – Record: New button to move a recorder channel directly to the Unused group.
3.6	The Setup page used to define EVS video server parameters is now called Video Server.
Project Definition	
5.2.2, 5.3.3, 5.3.4	Possibility to select the episode number from the Record/Review window.
4.4.1	A series of new buttons is available to organize the scene order.
Record	
3.2, 5.3.2	The Locator button can be used during recording process.
5.2.2, 5.3.3, 5.3.4	Episodes can now be selected from the Record/Review window.
Review	
1, 3.3.6, 5.1, 5.2.2, 5.4.1, 5.4.2, 5.4.3	Possibility to use not only Software Player channels but also server player channels to load and review recorded clips.
5.4.3	Presets of player channels configurations can be done with server player channels, not only on Software player channels.
5.4.3	New button for the Preset: it is now called Display Preset.
5.4.4	Possibility to set a temporary cue point to review several clips

Section	Description
	simultaneously from these points. (Synchronize the Playback of Clips on a Temporary Cue Point)
Metadata	
3.4, 5.2.2, 5.5.1	Two types of metadata can be used: fixed metadata linked to the take identification within the project and free text metadata. Take Rating and Take Acceptance can be defined and are considered as take metadata. A Metadata tab is now available from the Record/Review window.
3.5, 5.5	Timecode information is displayed in the Metadata tab. The position of the timecode fields can be set in Setup – System – General.
0, 6.2.2	The Take Rating level and Tale Acceptance status are displayed in the Clip List tabs and a new filter is available from the Clip List tabs to filter takes on their Take Rating and Tale Acceptance status.
Transfer	
3.3.4	Transfer destinations are configured through the Destination Configuration tab and some of them are selected through the Selection Destination tab.
3.3.4, 6.1	Possibility to transfer the metadata files associated to MXF OPAtom files.
3.7.3	Avid AAF and Interplay parameters are defined from the Setup – System - XTAccess tab.
3.3.4, 6.1	Possibility to transfer the metadata files associated to FCP QT files.
3.7.4	FCP destinations are defined from the Setup – System - XTAccess tab.
3.3.4	Possibility to transfer files in folders created based on a dynamic parameter.
6.3.2, 6.5.4	Possibility to select another transfer destination than those selected in the Setup to transfer files.
6.2.1	The expanded Transfer Status window displays the metadata destination for each transferred file.

1. Introduction

INSIO is a software application created for multi-camera studio productions.

INSIO is specifically engineered for studios that are transitioning to, or using, file based production workflows. It has been developed with an easy-to-use interface, specially designed for fast turnaround of studio production and integration with postproduction workflows.

INSIO is easily integrated into production workflows for programs like soap series, dramas, game/quiz shows, debates and other multi-camera studio production, with or without audiences.

In combination with EVS production servers, INSIO enables

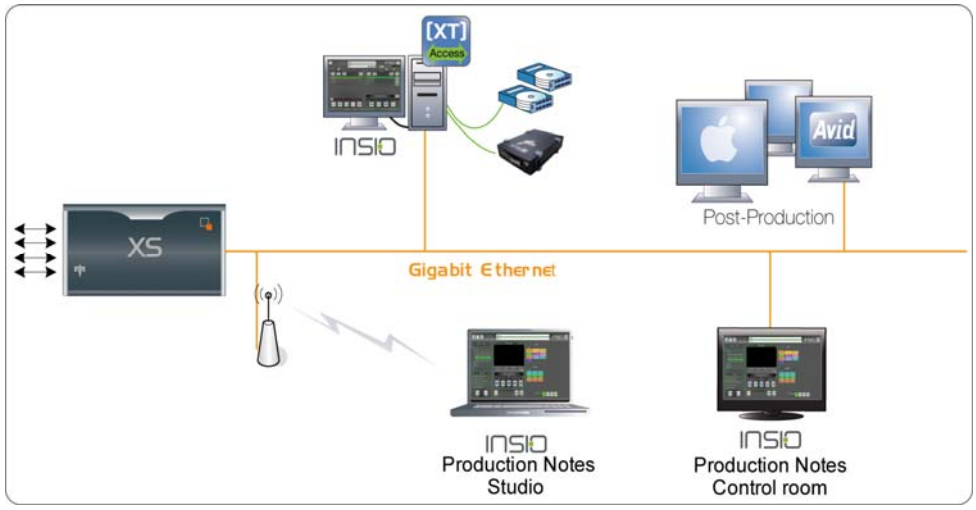
- the recording of takes from several camera angles at a time,
- the instant review of recorded takes through the Software Player or by loading the clips on server player channels,
- the editing of takes with the possibility of modifying the start and stop times thanks to the EVS servers' loop recording process,
- the possibility to choose the camera angles you want to keep and transfer,
- the manual or automatic transfer of recorded takes to pre-defined destinations such as local drives, fixed, removable or shared drives, EVS archiving/storage solutions,
- the streaming of the recorded media, through the Gigabit Ethernet connection, to post-production tools, such as EVS Xedio Suite, Apple Final Cut Pro, Avid Media Composer for instant non-linear editing.

In addition, INSIO is available for use with standard keyboard, mouse and screen, but also with touch-screen interface, including virtual keyboard. Refer to the touch screen manual for complete information.

An additional module, called ProNotes, enables the logging of comments directly associated with the recorded scenes. This module is described in a separate document.

1.1 TYPICAL WORKFLOW

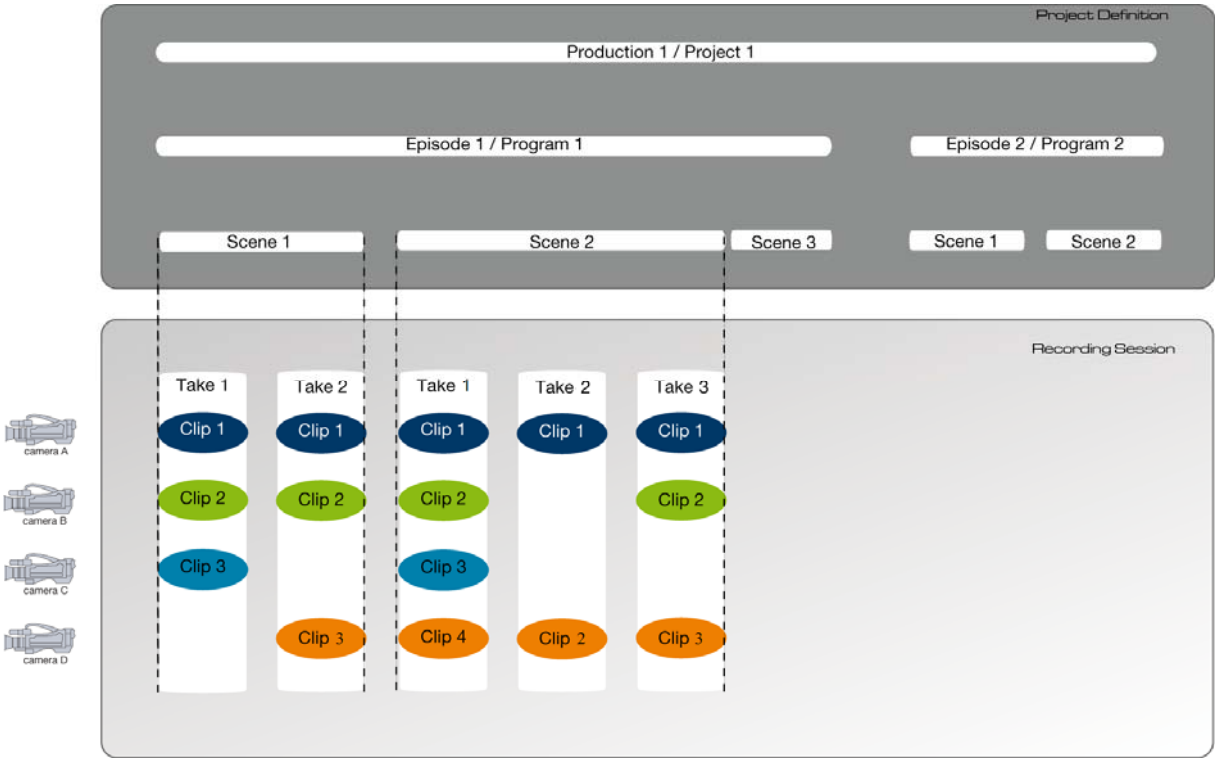
A typical workflow involving INSIO can look like the one below.



1.2 PROJECT STRUCTURE

Within INSIO, a project, or production, is made up of a series of episodes, or programs, themselves composed of several scenes. The project must be created before the beginning of the first recording session. This is detailed in section 4 ‘Defining Project, Episodes and Scenes’ on page 42.

During the recording session, cameras will record one or several takes within a scene. Each camera makes a clip. In this manual, the term ‘clip’ is used to designate a take recorded by a camera. As many cameras record the same take at the same time, a take will contain as many recorded clips as there are active cameras. They can be called ‘linked clips’. Refer to section 5 ‘Recording and Reviewing Media’ on page 54.



2. Start-Up

Click on the INSIO Launcher icon

to start the application. This will launch all the modules set as active in the Launcher Setup, check their status, and return a message in case one application does not launch correctly.

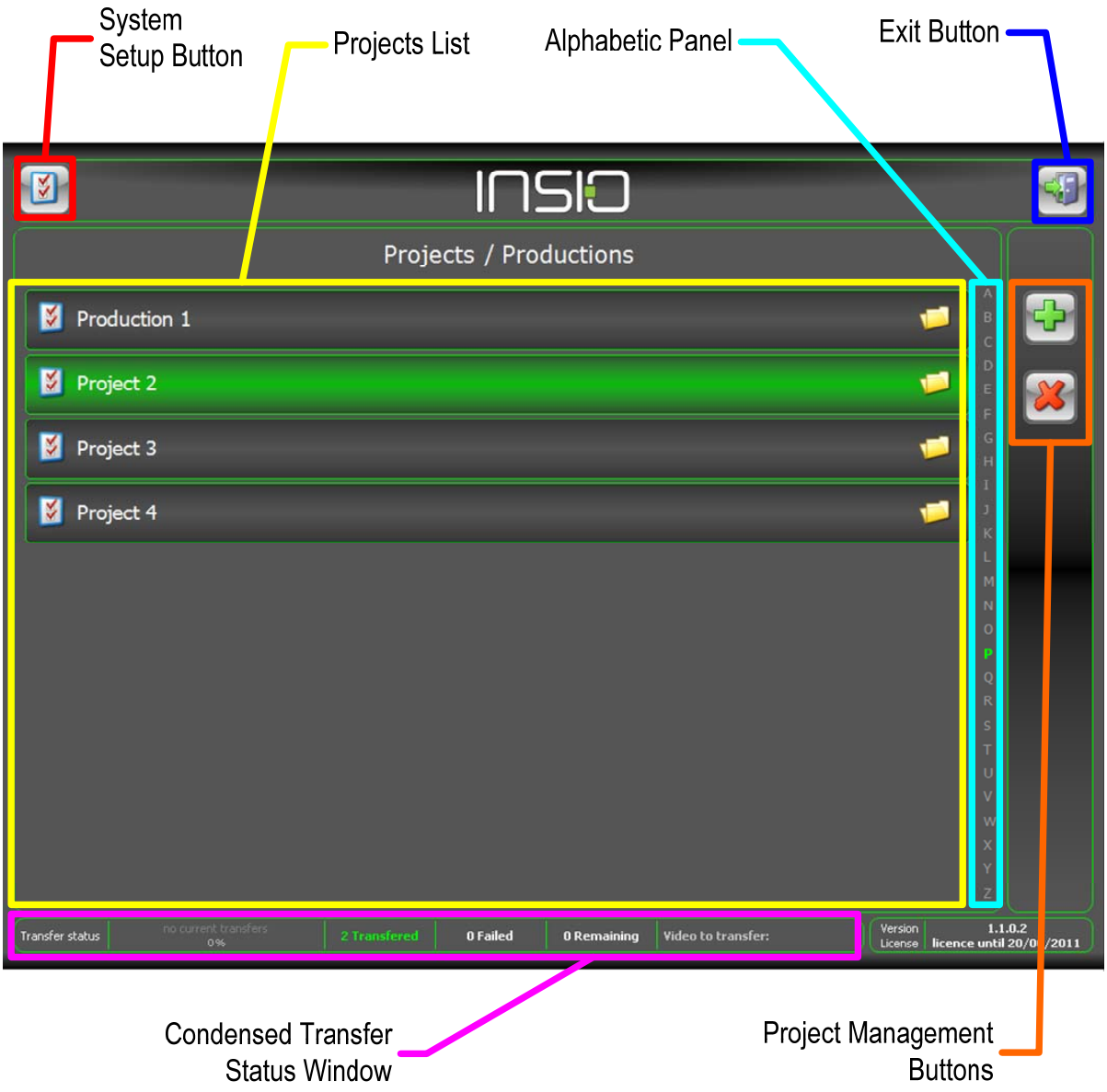
This can be viewed on the displayed INSIO Launcher window:

For more information about the Launcher Setup, please refer to the Technical Reference manual.

The Projects/Productions window will open when INSIO is started. From this window, you can manage projects or access the System Setup configuration windows or the Project Setup configuration window specific to each project.

All these functionalities are described in the different chapters of this manual.

The Projects/Productions window contains six main areas highlighted in the screenshot below:



PROJECTS LIST & ALPHABETIC PANEL

This gives the list of all the existing projects, preceded by the **Project Setup** button. Refer to section 3.1.1 'Opening the Setup Windows' on page 7.

Projects are listed in alphabetical order. An alphabetical panel, on the right of the list helps to quickly navigate through the list of projects: a letter highlighted in green indicates an existing project starting with this letter.

SYSTEM SETUP BUTTON

This button gives access to all the system setup windows. Refer to section 3 'Setup' on page 7 for detailed information.

EXIT BUTTON

This button is used to exit the application.

PROJECT MANAGEMENT BUTTONS

These buttons allow the creation and deletion of projects. Refer to section 4.2 ‘Project Management’ on page 42.

CONDENSED TRANSFER STATUS WINDOW

This area gives quick information on the jobs transfer status. Refer to section 6 ‘Transferring Media’ on page 90.

3. Setup

Before the beginning of a project, user and system configurations must be set through the Setup windows.

Setup parameters can be defined at three different levels:

- System level: to define or modify INSIO settings
- Project level: to define settings specific to a project
- Episode level: to define settings specific to an episode.

Refer to sections 4.2 ‘Project Management’ on page 42 and 4.3 ‘Episodes Management’ on page 47 for more details on project specific and episode specific setup windows.

3.1 USER INTERFACE

3.1.1 OPENING THE SETUP WINDOWS

The System Setup button is available in the upper left corner of the Project / Production window.

It gives access to all the Setup windows.

The Project Setup button is available on the left of the project name in the list of projects displayed in the Projects/Productions window.

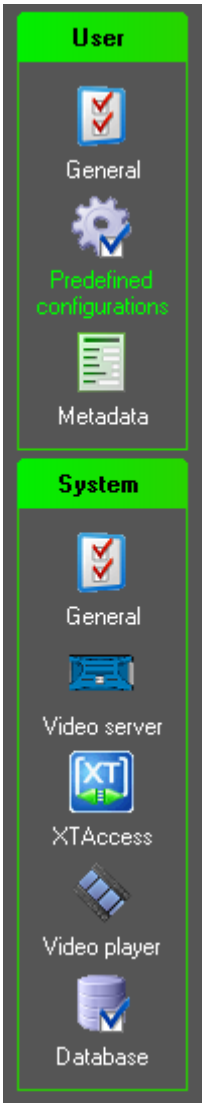
It gives access to some of the Setup windows, to define settings specific to the corresponding project. These windows correspond to the User General window and the User Predefined Configurations window of the System Setup.

The Episode Setup button is available on the left of the episode name in the list of episodes displayed in the Programs/Episodes window.

It gives access to some of the Setup windows, to define settings specific to the corresponding episode. These windows correspond to the User General window and the User Predefined Configurations window of the System Setup.

New!

3.1.2 OVERVIEW OF THE SETUP WINDOWS



When you tap / click the **System Setup** button, eight setting categories can be accessed by selecting an option on the left pane of the window.

The following table briefly explains the windows which can be accessed by tapping (touch screen) or clicking (mouse) the corresponding button:

Button	Description of the Corresponding Window
User - General	Allows the selection of the active mode, i.e. the windows which will be displayed on the interface, to define whether streams or clips will be recorded, or whether the Review only mode will be enabled.
User - Predefined Configurations	Allows the user to define predefined configurations: • recording: selecting recorder channels available from each EVS server present on the network; giving a camera name to each recorder; • reviewing: selecting Video Player channels and server player channels;

Button	Description of the Corresponding Window
	• transferring: defining transfer destinations and selecting file format for transferred files.
User - Metadata	Allows the user to define metadata columns for additional information.
System - General	Allows the user to define general system functions relative to • timecode fields position and jog wheel default option in the Review window, • the use of guardbands for the recorded clips, • the use of touch screen • alarm triggers and messages.
System - Video Server	Allows the user to define EVS servers configuration.
System - XTAccess	Allows the user to define XTAccess configuration (XML scan folder, destination file folder) as well as Avid AAF or Interplay destinations if needed.
System - Video Player	Allows the user to select a Software Player.
System - Database	Allows the connection to the database

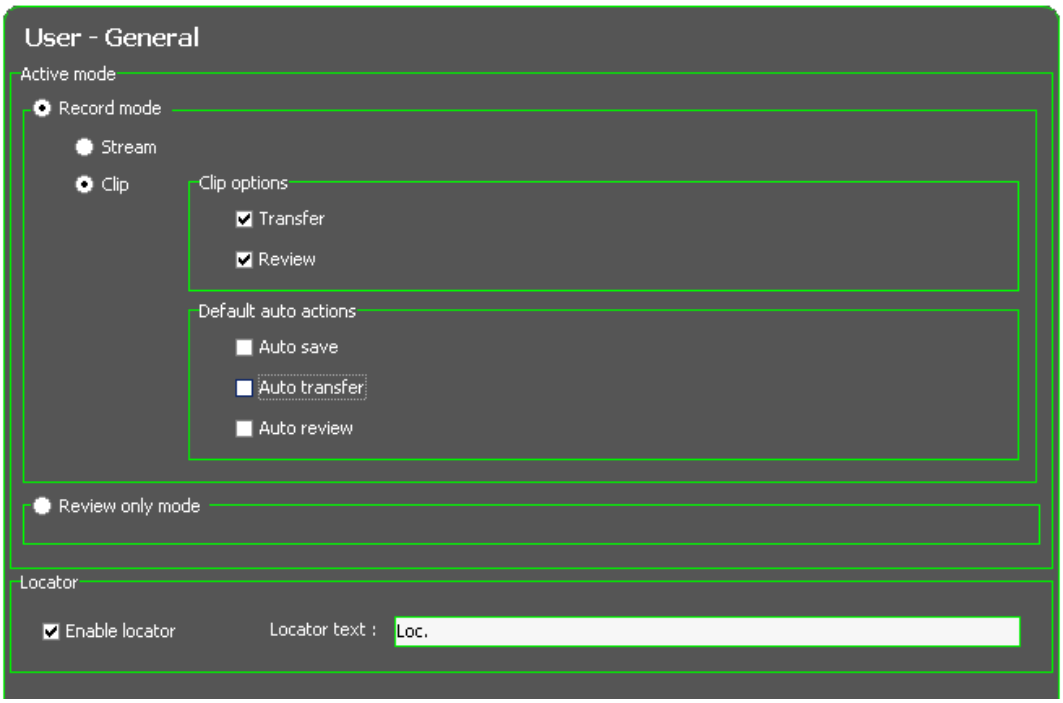
Refer to the following sections for a detailed description of the different windows.

At any time, the Setup window can be exited by tapping the **Exit** button .

3.2 USER GENERAL SETTINGS

The User General Settings window is available when you tap the **User General Settings** button on the left pane...

This window allows you to define the active mode which will be used during the session. No user rights are used within INSIO. However, different user frameworks can be defined through the Setup options: clip record and review, review only, streaming,...



SELECTION OF THE ACTIVE MODE

Record Mode – Stream

This option allows you to stream to another destination without creating and saving clips on the EVS server. Selecting this option will result in a limited view and limited available buttons in the Record window.

Record Mode – Clip

This option allows you to record clips on the EVS server.

Clip Options

Option	Description
Transfer	Enables the transfer of a clip from the Record/Review window or Clip List tabs.
Review	Activates the display of the Review tab in the Record/Review window. Enables the review of a clip in the Review window.

Default Auto Actions

Option	Description
Auto Save	Activates the Auto Save mode in the Record/Review window.
Auto Transfer	Activates the Auto Transfer mode in the Record/Review window.
Auto Review	Activates the Auto Review mode in the Record/Review window.

Review Only Mode

This option only allows the review of clips. Clip recording and clip transfer are not allowed.

The usual Record/Review window will display the left Clip List tab and the Review tab.

LOCATOR

Enables the **Locator** button, i.e. displays it on the Record window. It is used to insert flags, for example in case of successive repetitions of the same sentence within an ongoing take. Locator information is transferred as metadata with the clip.

This function is available when the ProNotes module is present and active.

In the **Locator** text field, you can enter the text message that will be displayed each time it is used.

3.3 PREDEFINED CONFIGURATIONS SETTINGS

This window is available when you tap the **User Predefined Configurations Settings** button on the left pane.

New!

It allows you to define pre-defined configurations, i.e. selecting the EVS server recorder channels to be used for recording, the player channels to be used for review (EVS server player channels or Software Player), and the destinations and parameters to be used to transfer clips.

Four tabs are available from this window:

- General
- Format, Name and Destination
- Record Setup
- Review Setup

3.3.1 PREREQUISITES

Some parameters from the System Settings must have been configured prior to be able to complete the Predefined Configurations settings.

Complete…	Before completing…
System > XTAccess > XML Scan & Destination tab	XTAccess Destination field in **Format, Name & Destination > Configure Destinations tab.**
System > XTAccess > Avid AAF/Interplay tab	AAF Destination or Interplay Destination field in **Format, Name & Destination > Configure Destinations tab.**
System > XTAccess > Final Cut Pro tab	FCP XML Destination FCP QT Local Path fields in **Format, Name & Destination > Configure Destinations tab.**
System > Video Server	EVS Server selection in **Record Setup tab.**
System > Video Server	SDI channel selection in **Review Setup tab.**
System > Video Player	Video Player selection in **Review Setup tab.**

3.3.2 CONFIGURATIONS MANAGEMENT

How to Add a New Configuration

To add a new configuration, proceed as follows:

1. Tap the button next to the **Configuration** field:

A dialog box is displayed asking for a configuration name.

2. Enter a name and tap or **Enter**.

   The new configuration name is displayed in the **Name** field of the General tab.

3. Refer to sections 3.3.3, 3.3.4, 3.3.5, 3.3.6 for detailed explanation on the other fields to complete the definition of the new configuration.

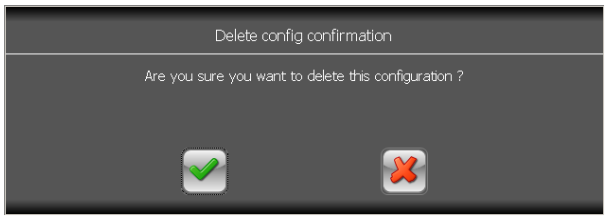
How to Delete an Existing Configuration

To delete an existing configuration, proceed as follows:

1. Select a configuration in the **Configuration** field:

2. Tap the button next to the **Configuration** field

   A dialog box is displayed asking for confirmation of deletion.



3. Tap to validate the deletion or to cancel the operation.

   If validated, the configuration name disappears from the list.

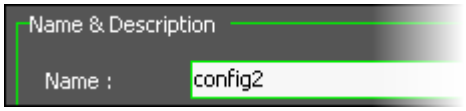
How to Rename or Edit an Existing Configuration

To rename or edit an existing configuration, proceed as follows:

1. Select a configuration from the **Configuration** field:

2. To rename the configuration:

   In the **Name** field of the Name & Description pane in the General tab, enter the new name.



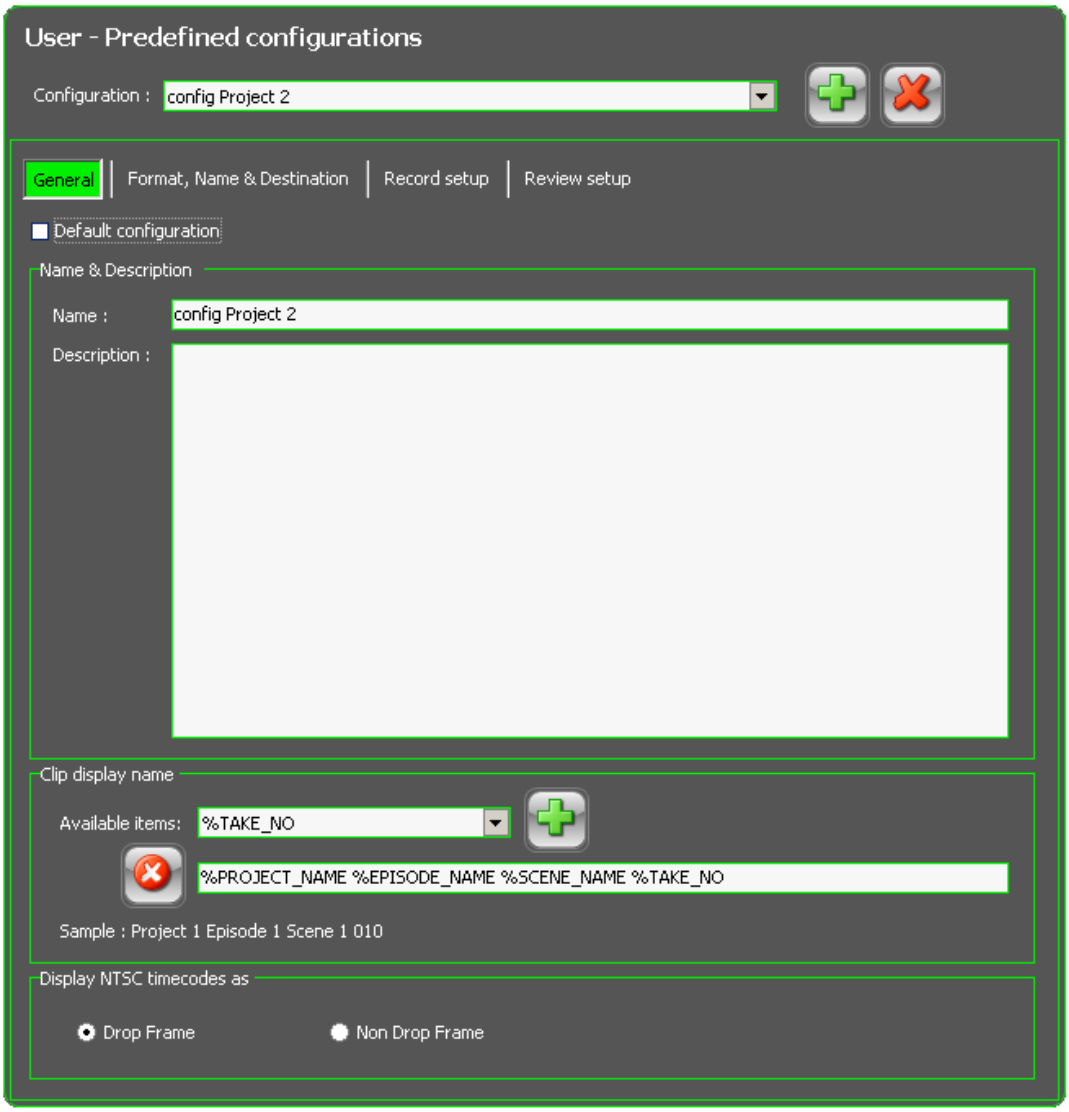
   The configuration name is automatically updated in the **Configuration** field.

3. To edit any other parameter, change it.

   This is automatically updated.

3.3.3 GENERAL TAB

From this area, you can set the default configuration and define the clip name format.



Default Configuration

When the Default Configuration box is selected, the system considers the selected configuration as the default configuration.

Note

The default configuration can only be modified from the System Setup window, not from the Project or Episode Setup windows.

Name & Description

Those fields display the name of the selected configuration. They allow you to change the name of the selected configuration and to enter a description.

Clip Display Name

The clip name format is user-defined and can be modified as described in section 'How to Modify the Clip Display Name Format String' on page 16.

The user can reset the default filename by tapping the **Reset** button .

How to Modify the Clip Display Name Format String

To modify this default name format string, proceed as follows:

1. To add an information type specified in the **Available Items** list, select the item in the drop-down list and tap the **Add** button to add the selected item at the end of the filename string.

Available Items	Meaning
%CLIP_LOUTH_ID	Clip Louth ID on the Server
%PROJECT_NAME	Project Name
%EPISODE_NAME	Episode Name
%SCENE_NAME	Scene Name
%TAKE_NO	Take Number
%CHANNEL	Recorder Channel
%CHANNEL_NAME	Recorder Channel Name as configured in the Record Setup tab.
%TCIN	Timecode IN
%TCOUT	Timecode OUT
%DEST_NAME1	Transfer Destination Path Name 1
%DEST_NAME2	Transfer Destination Path Name 2

2. In the **Full Name** field, delete the part of the string you do not want to keep in the filename, if any.

3. To add a generic text in the **Full Name** string, type the text in the field.

Timecode Display

This setting allows you to display NTSC timecode as Drop Frame or Non Drop Frame.

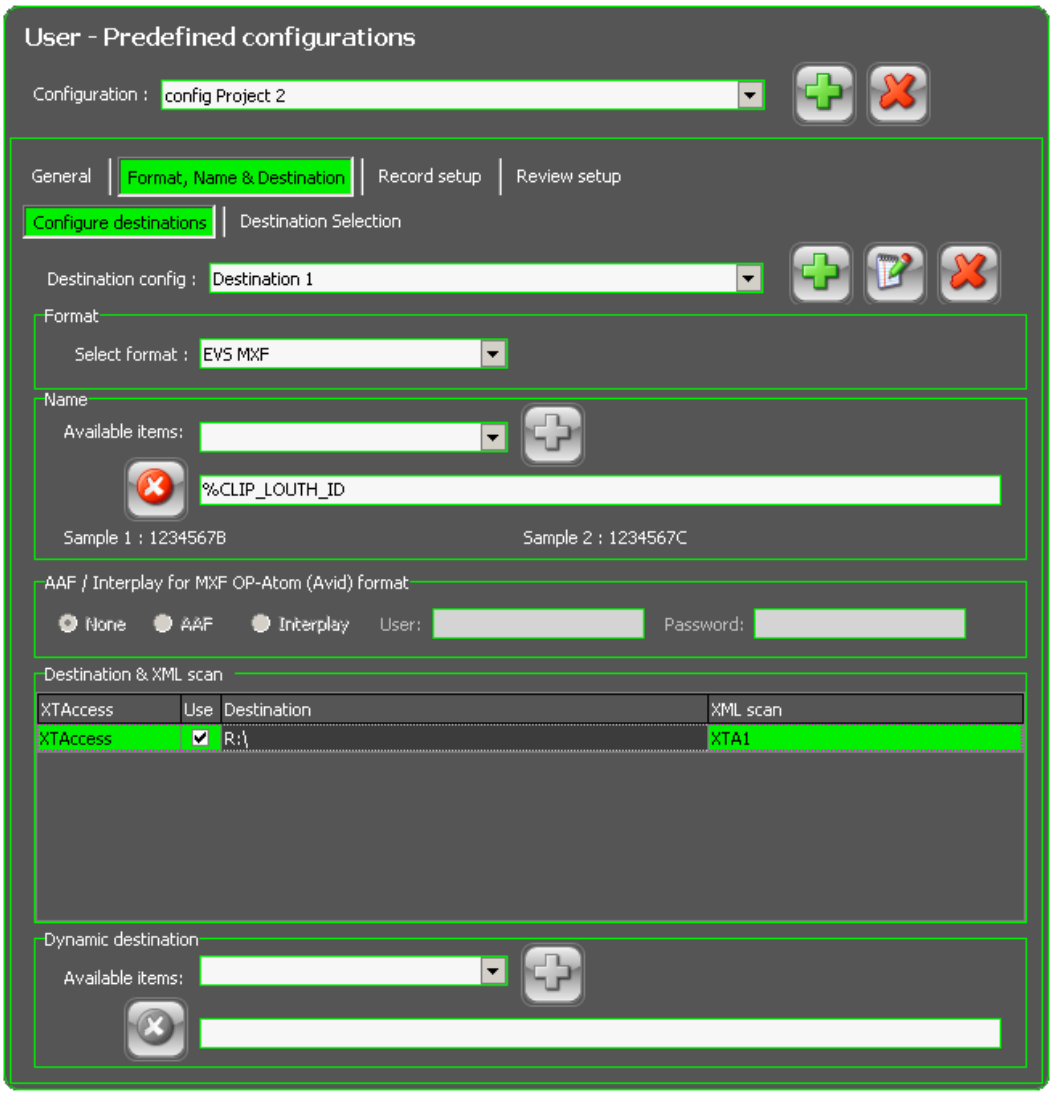
New!

3.3.4 FORMAT, NAME & DESTINATION TAB

From this area, you can select the destination paths used to transfer clips and define the file format for transferred clips. Two subtabs are available: one for destination configuration and one for destination selection.

CONFIGURE DESTINATIONS TAB

This tab is used to define several transfer destinations.



Destination Configuration

This field displays the name of the configuration of a destination.

Use the button to configure a new destination.

Use the button to delete the selected destination configuration.

Use the button to edit the name of a destination configuration.

Format

This setting makes it possible to choose the default file format in which the transferred file will be generated.

The following formats are available:

- EVS MXF
- MXF OP1a
- Quick Time Movie
- Quick Time Reference
- Transfer to Avid
- Avid MXF OPAtom

Name

The name of the transferred files is user-defined and can be modified as described in section 'How to Modify the Clip Display Name Format String' on page 16.

The user can reset the default filename by tapping the RESET button .

Available items for the filename of transferred files are listed in the following table. The list also contains the metadata which have been activated.

Available Items	Meaning
%CLIP_LOUTH_ID	Clip Louth ID on the Server
%PROJECT_NAME	Project Name
%EPISODE_NAME	Episode Name
%SCENE_NAME	Scene Name
%TAKE_NO	Take Number
%CHANNEL	Channel
%CHANNEL_NAME	Channel Name
%TCIN	Timecode IN
%TCOUT	Timecode OUT
%M_TAKE_RATING	Take rating
%M_TAKE_ACCEPTA(NCE)	Take Acceptance

The Sample fields give an example of the name that will be given to a transferred file, based on the items selected in the Available Items list and listed in the Full Name field. In case the association of items would result in names not unique for each clip, the sample text is displayed in red to warn the users to use an additional item to differentiate the clip names.

AAF / Interplay for MXF OP-Atom (Avid) format

This group box is only available when the MXF OPAtom file format has been selected.

AAF

This radio button is selected when you want to transfer the MXF OPAtom metadata files to standalone drives or to unity without Interplay.

AAF destination must have been defined in Setup > System > XTAccess. Refer to section 3.7.3 ‘Avid AAF/Interplay’ on page 38.

Interplay

This radio button is selected when you want to transfer the MXF OPAtom metadata files to unity with Interplay. Fill in the User and Password fields.

Interplay destination must have been defined in Setup > System > XTAccess. Refer to section 3.7.3 ‘Avid AAF/Interplay’ on page 38.

Final Cut Pro for QuickTime (Ref) format

This group box is only available when the Quick Time (mov) file format or Quick Time Ref file format has been selected.

No Final Cut Pro XML

This radio button is selected when you do not want to transfer the QT XML metadata files.

With Final Cut Pro XML

This radio button is selected when you want to transfer the QT XML metadata files.

Destinations must have been defined in Setup > System > XTAccess. Refer to section 3.7.4 ‘Final Cut Pro’ on page 39.

Destination Path & XML Scan

This setting allows you to select the destination path to transfer the files to. This can be local drives, SAN or storages with MAM.

XTAccess

This column lists all the XTAccess available.

The XTAccess, or the list of XTAccess, must have been defined in Setup > System > XTAccess. Refer to section 'XTAccess Settings' on page 35.

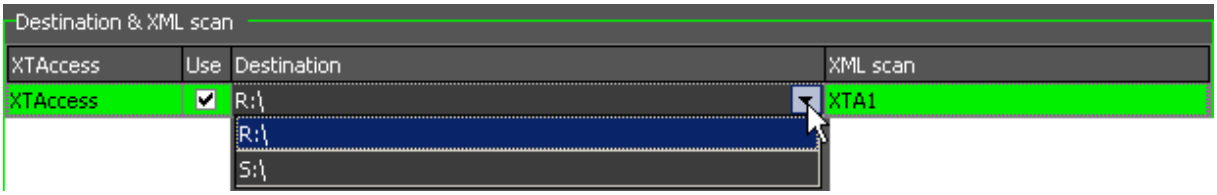
Choose one XTAccess, which will be used to transfer files, by selecting the checkbox in the Use column.

Destination path

This option allows the selection of one destination folder which will be used to transfer the files to.

The list of destination paths must have been defined in Setup > System > XTAccess.

When several destination paths have been defined, one of them can be chosen by selecting the Destination Path field and then viewing the list with the drop-down arrow which will appear.



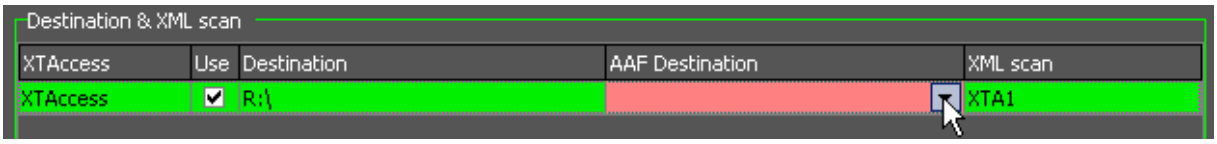
XML Scan

XTAccess is triggered by INSIO via XML files. It scans pre-defined folders to check for new XML jobs to process. XTAccess automatically creates the scan folder C:\XTAccess_XML\ during XTAccess installation process.

XML scan folders are defined in Setup > System > XTAccess.

AAF Destination

This field is only available when the AAF option has been selected in the 'AAF / Interplay for MXF OPAtom (Avid) format' group box.

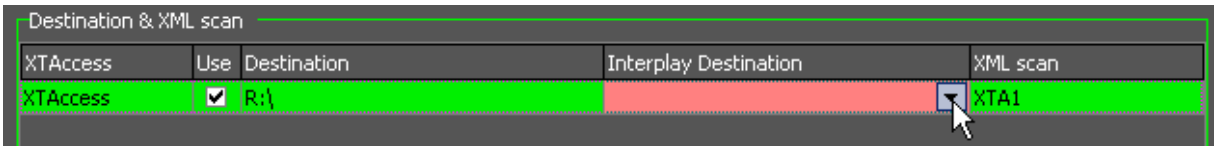


It is used to select one destination folder which will be used to transfer the MFX OPAtom metadata files to.

Tap on the field and, with the drop-down arrow, select one of the destinations which have previously been defined in Setup > System > XTAccess > Avid AAF/Interplay > Avid AAF destinations.

Interplay Destination

This field is only available when the **Interplay** option has been selected in the 'AAF / Interplay for MXF OPAtom (Avid) format' group box.

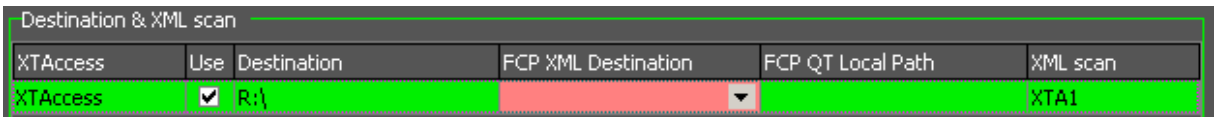


It is used to select one destination folder which will be used to transfer the MFX OPAtom metadata files to.

Tap on the field and, with the drop-down arrow, select one of the destinations which have previously been defined in **Setup > System > XTAccess > Avid AAF/Interplay > Avid Interplay destinations**.

FCP XML Destination and FCP QT Local Path

These fields are only available when the **With Final Cut Pro XML** option has been selected in the 'Final Cut Pro for QuickTime (Ref) format' group box.



The **FCP XML Destination** field is used to select one destination folder which will be used to transfer the QT XML metadata files to.

The **FCP QT Local Path** field is used to select the local destination folder which will be used to transfer the QT files to.

Tap on the field and, with the drop-down arrow, select one of the destinations which have previously been defined in **Setup > System > XTAccess > Final Cut Pro**.

Dynamic Destination

This setting is used to select an item to add to the destination directory path. Folders labeled with the selected item will be created and the transferred files will be saved in these folders.

The available items are:

Available Items	Meaning
%PROJECT	Project Name
%EPISODE	Episode Name
%SCENE	Scene Name
%SCENE_NO	Scene Number
%TAKE	Take Number

Activated metadata fields are available as well.

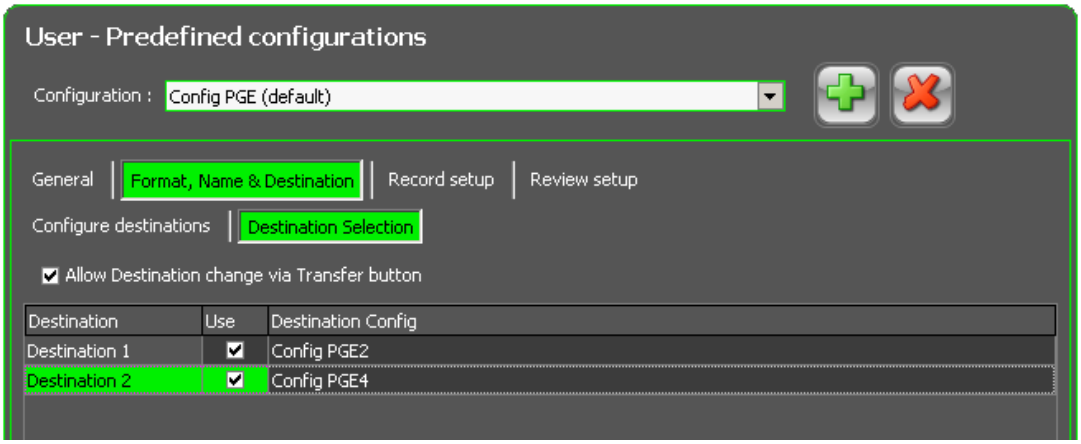
Select one of the parameters from the **Available Items** field and tap . It is then added to the **Destination** field.

Example:

In case the %SCENE option is selected, a folder with the scene name will be created when a transfer is done and the corresponding takes will be saved inside their corresponding folder.

DESTINATION SELECTION TAB

This tab is used to select up to two transfer destinations, defined in the Configure Destinations tab, that you want to use to transfer your clips to.



Allow Destination Change via Transfer Button

When selected, this option allows the users to change the transfer destination from the **Transfer** button. Refer to section 6.3.2 ‘Transfer Destinations’ on page 94.

Destination – Use - Destination Config

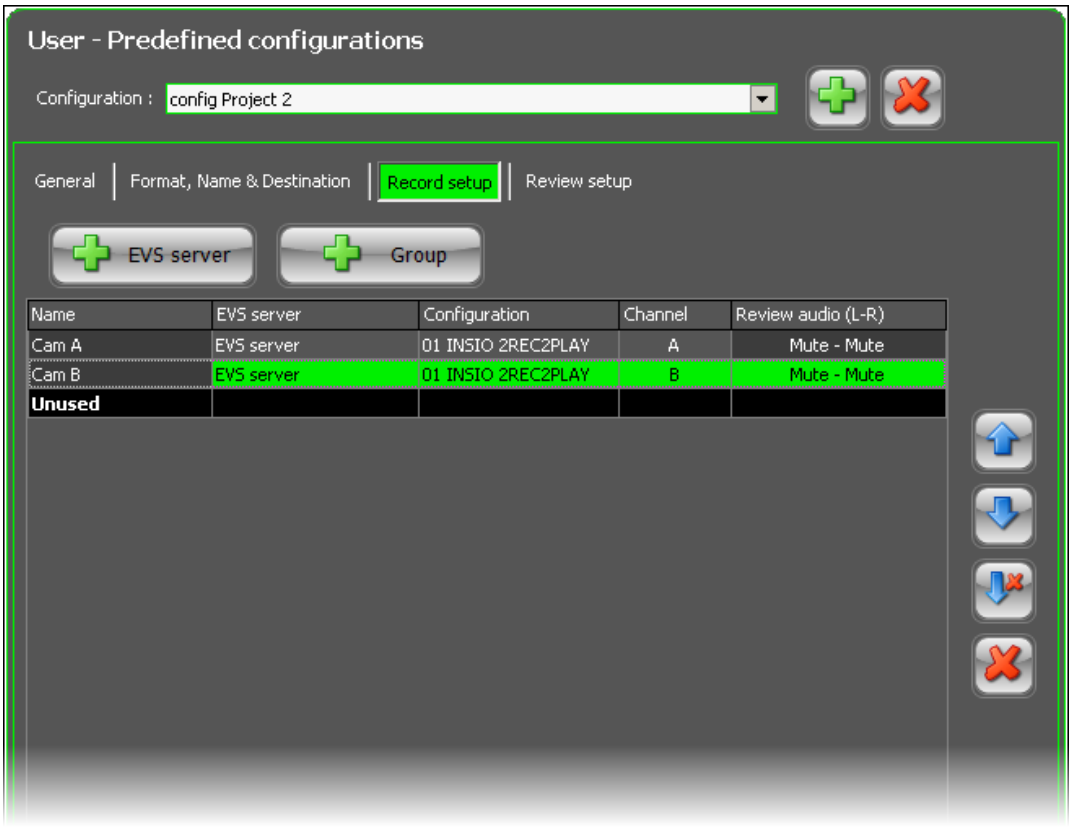
Choose to use up to two destinations to transfer files by selecting the corresponding checkboxes in the **Use** column.

Then, for Destination and/or Destination2, the **Destination Config** column lists all the available transfer destinations configured in the Configure Destination tab. Refer to section ‘Configure Destinations Tab’ on page 17. One of them can be chosen by selecting the **Destination Config** field and then by viewing the list with the drop-down arrow which will appear.

3.3.5 RECORD SETUP TAB

This tab allows the selection of recorder channels from the EVS servers present on the network and configured through **Setup > System > Video Server**. Refer to section 3.6 'Video Server Settings' on page 34.

It allows you to give a camera name to each recorder.

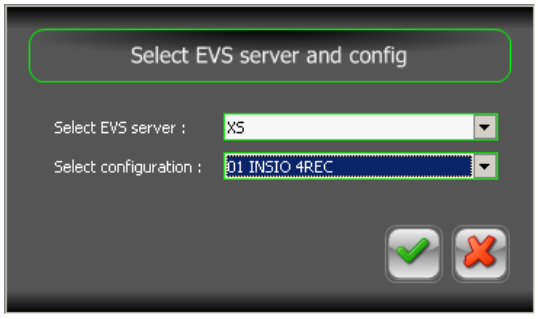


How to Select EVS Server Recorder Channels

To be able to select recorder channels from EVS server, proceed as follows:

1. Tap the EVS Server button.

   A dialog box opens:



2. Select an EVS server from the drop-down list as well as a configuration.

   Note

   Configuration corresponds to the configuration defined in the Setup > System > Video Server tab.

3. Tap or Enter.

   The recorder channels, representing cameras, are displayed in the list.

How to Rename Recorder Channels with Camera Names

You may rename the recorder channels with the camera names as you want them to appear in the Record window. To do so, proceed as follows:

1. In the Name column, select the recorder field.

2. Enter the name of the camera, e.g. Camera A, MixOut,..., and tap Enter.

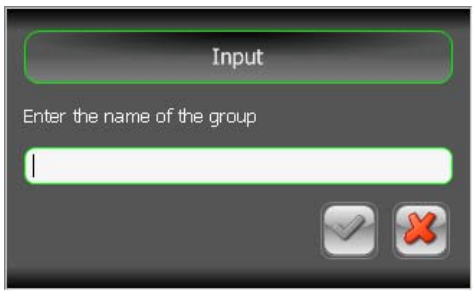
   The field is updated with the camera name.

How to Group Cameras

When many cameras are used, it may be interesting to display them as groups of cameras in the Record window, e.g. all the cameras dedicated to audience. To do so, proceed as follows:

1. Tap the **Group** button.

   A dialog box opens:



2. Enter a name for the group, as it will appear in the Record window, and tap or **Enter**.

   The group line is displayed in the cameras list.

3. Organize your cameras and/or groups by

   - tapping the button to move the camera or group to the next line
   - tapping the button to move the camera or group to the previous line

   Note that the camera name needs to be indented from the group name to be included within the group.

4. Move the cameras that you do not want to use under the Unused group.

Unused cameras

New!

When you are sure that you will not use some of the cameras, move them in the Unused group by tapping the button. So, they will not be available in the Record window to record take.

To remove the recorder channels from a server from the list of cameras displayed on the Setup window, place all the channels from this server in the Unused group. Then, tap the button.

To remove a group name, it must be free of camera. Then, tap the button.

Review Audio

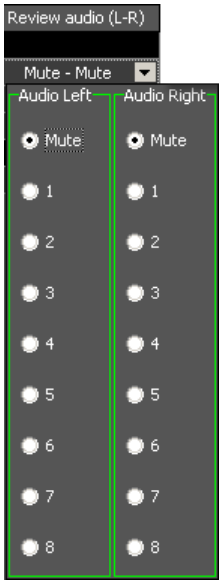
When a clip is loaded on the Software Player for review, you will only be able to hear two audio channels. You can select the output audio channels among all the audio channels associated to a recorder channel.

How to Select Review Audio Channels

To select the two audio channels which will be used during playout of a clip, proceed as follows:

1. For each of the recorder channels, tap in the **Review Audio** column.
2. Tap the drop-down arrow next to the **Review Audio** field.

   The list of Audio Left channels and Audio Right channels are displayed.



3. Select one left audio channel, or **Mute**, and one right audio channel, or **Mute**.
4. Tap outside the box to close it and save the selection.

   The selection is displayed in the **Review Audio** column for the selected recorder channel.
5. Repeat all the steps for each recorder channel.

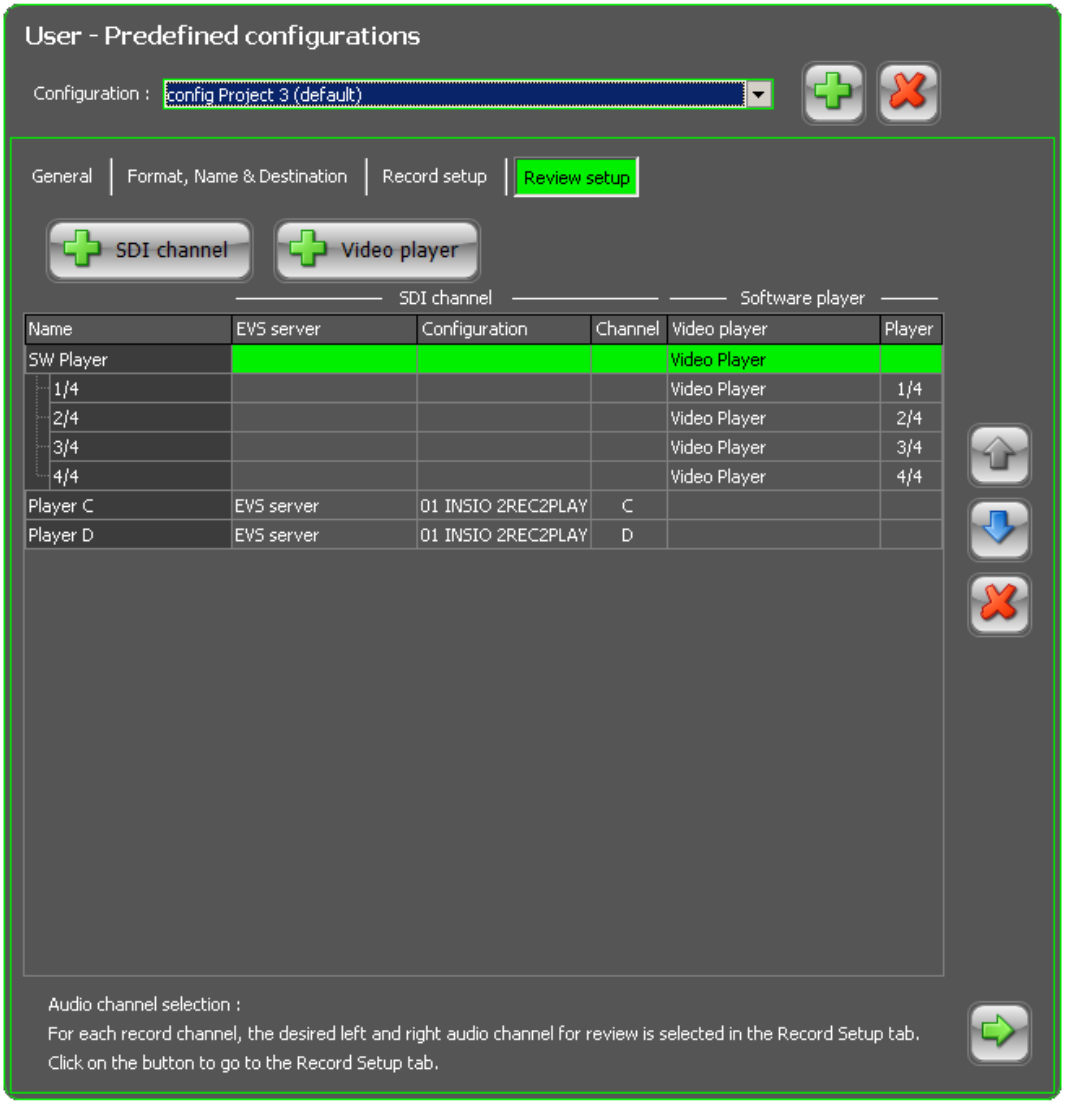
New!

3.3.6 REVIEW SETUP TAB

This setting specifies the available channels which can be used to review clips in the Review window.

Those channels can be

- Server player channels from the EVS servers present on the network and previously configured through **Setup > System > Video Server**. Refer to section 'Video Server Settings' on page 34.
- Software Player channels, from the Video Players, which will be used to review clips with the Software Player. Video Players must first be configured through **Setup > System > Video Player**. Refer to section 'Video Player Settings' on page 41.



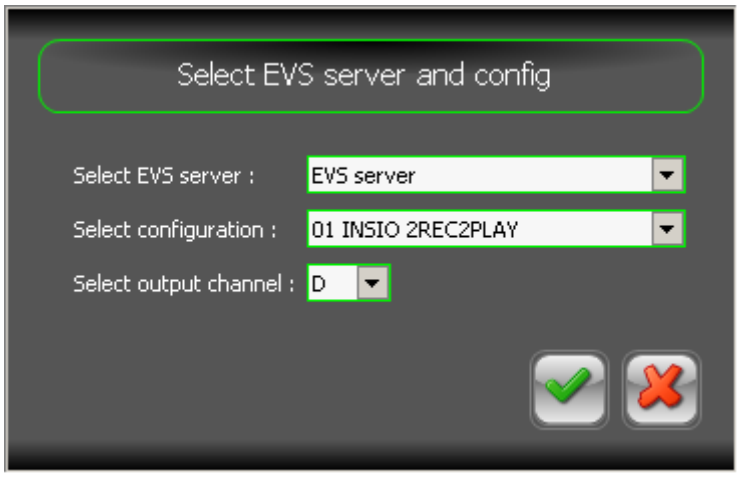
New!

How to Select EVS Server Player Channels

To be able to select player channels from EVS server, proceed as follows:

1. In the Review Setup tab of the User > Predefined Configurations window, tap the **SDI channel** button.

   A dialog box opens:



2. Select an EVS server from the drop-down list as well as a configuration and an output channel.

   Note

   Configuration corresponds to the configuration defined in the **Setup > System > Video Server** tab.

3. Tap .

   The server player channel is displayed in the list.

4. Repeat steps 1 to 3 for all the player channels.

5. Organize your server player channels by

   - tapping the button to move the channel to the next line
   - tapping the button to move the channel to the previous line.

To remove a server player channel, select it and tap the button.

How to Select Software Player Channels

To select Software Player channels from Video Players, proceed as follows:

1. Tap the **Video Player** button.

   A dialog box opens:

2. Select a Video Player from the drop-down list.

3. Tap or **Enter**.

   The Software Player channels are displayed in the list.

4. Organize your Software Player channels by

   - tapping the button to move the channel to the next line
   - tapping the button to move the channel to the previous line.

To remove a Software Player channel, select it and tap the button.

How to Rename Player Channels

You may give a name to a server player channel or to a group of Software Player channels coming from the same Video Player. To do so, proceed as follows:

1. In the **Name** column, select the field corresponding to the player channel or to the group of Video Player channels.

2. Enter the name.

   The field is updated with the name.

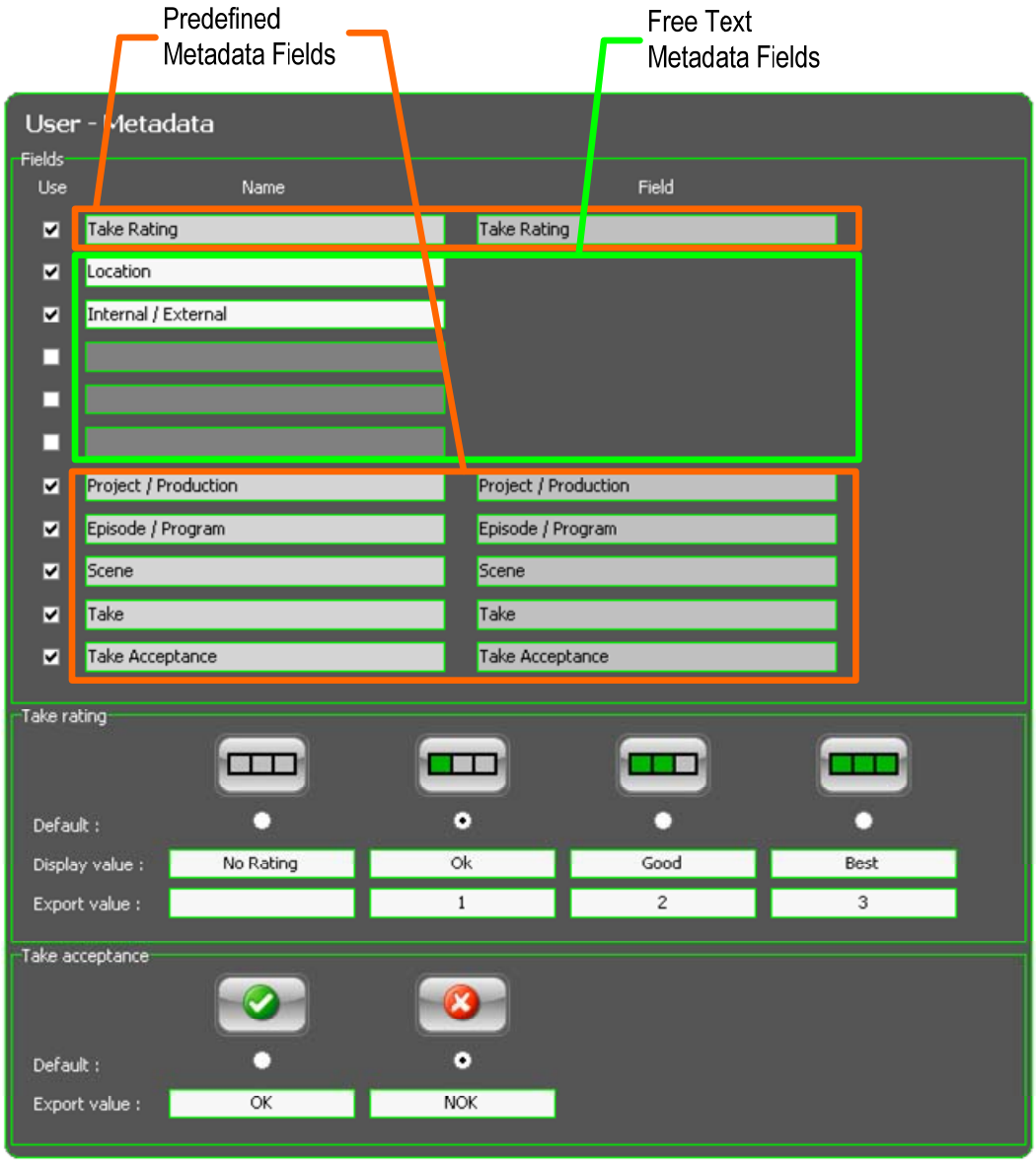
The name of the server player channels will appear in the Review window.

3.4 METADATA SETTINGS

This section is available when the user taps the **User Metadata Settings** button on the left pane.

Metadata are user fields which can be associated with all the clips from a recorded take.

The Metadata Settings window allows you to select which user fields you want to associate with your clips.



3.4.1 METADATA TYPES

Two types of metadata can be used:

- Predefined metadata fields related to
  - 'Project/Production', 'Episode/Program', 'Scene' and 'Take', for which the field values are fixed and cannot be modified by the user.
  - 'Take Rating' and 'Take Acceptance', appearing as buttons in the Metadata tab of the Record/Review window.
- Free text metadata fields which can be named by the user and for which the field values could be attributed to the clips by entering specific values in the user fields from the Record/Review window.

For any metadata type, users can change the metadata name from the **Name** field.

The **Use** column is used to select the metadata fields, or buttons, that users want to display in the Metadata tab of the Record/Review window.

3.4.2 TAKE RATING

Four levels of take rating can be used to define a take. By default, they are 'No Rating', 'Ok', 'Good' and 'Best.

The text associated to the four **Take Rating** buttons can be defined in each **Display Value** field. This text will be displayed in the Metadata tab from the Record/Review window.

The export values are the values put in the metadata XML file when clips are transferred.

The default take rating level associated to a take can be changed from the **Default** radio buttons.

Unselecting the **Use** box next to **Take Rating** field will remove all the information related to Take Rating in the Metadata tab and in the Clip List tabs from the Record/Review window. Refer to section 5.5 'Assigning Metadata' on page 83.

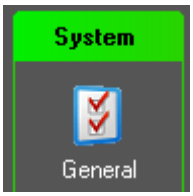
3.4.3 TAKE ACCEPTANCE

From the Record/Review window, a take could be flagged as 'Accepted' or 'Not accepted'. By default, the 'Not accepted' flag is selected. However, this can be changed from the **Default** radio buttons.

The text associated to the two **Take Acceptance** buttons can be defined in each **Export Value** field.

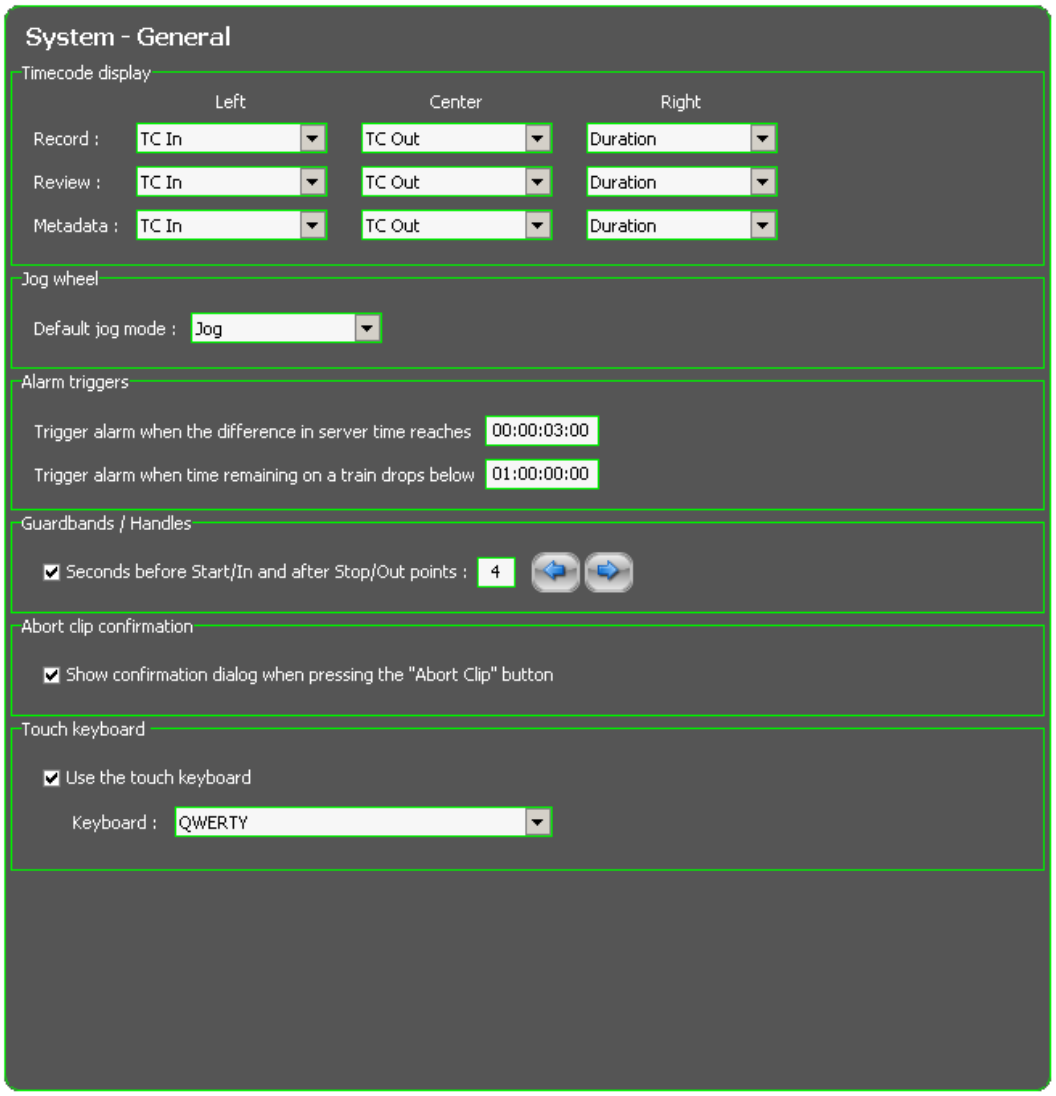
Unselecting the **Use** box next to **Take Acceptance** field will remove all the information related to Take Acceptance in the Metadata tab and in the Clip List tabs from the Record/Review window. Refer to section 5.5 'Assigning Metadata' on page 83.

3.5 SYSTEM GENERAL SETTINGS



This window is available when the user taps the **System General Settings** button on the left pane.

From this window, you can define general system functions.



New!

TIMECODE DISPLAY

This specifies the relative position of the **TC In** (Timecode IN), **TC Out** (Timecode OUT) and **Duration** (Timecode Duration) fields in all the windows where they appear, which means the Record tab, the Review tab and the Metadata tab.

JOG WHEEL

A jog wheel can be used in the Review window to move through the loaded media.

Three jog wheel modes are available:

- Jog: enables to move in the loaded media frame by frame.
- Vari-speed: enables to move in the loaded media at a selected constant review speed.
- Shuttle: enables to fast-forward or fast rewind the loaded media.

This setting option is to select the jog wheel mode used by default in the Review window. The mode can be changed afterwards directly in the Review window.

ALARM TRIGGERS

This setting enables alarms to be triggered:

- when the difference between the timecodes from two different servers is greater than or equal to the value specified here.
- when the storage capacity of a server is below the threshold defined here, in hh:mm:ss:ff.

GUARDBANDS / HANDLES

This option is to enable the use of guardbands and to define their duration. The guardbands are A/V material which is added on both sides of the clip boundaries when the clip is created.

When a new clip is saved, the guardband duration, defined in seconds in this setup page, will automatically be added before the IN point of the clip and after the OUT point of the clip.

Values can range from 1 to 9 sec.

ABORT CLIP CONFIRMATION

When selected, this option enables the display of a confirmation message when the Abort Clip button is tapped in the Record window.

TOUCH KEYBOARD

The users can activate a virtual on-screen keyboard to be used with a touch screen. The virtual keyboard is displayed when they tap in an editable field where text needs to be entered or modified. Users can choose between three keyboard layouts: QWERTY, AZERTY and QWERTZ.

3.6 VIDEO SERVER SETTINGS

New!

This section is available when the user taps the **System Video Server Settings** button on the left pane.

This window is used to specify EVS servers configuration. Refer to the XS Software Technical Reference and XT Software Technical Reference manuals for more information.

To select a server, proceed as follows:

1. Tap the **Add Video Server** button to add an additional server to your configuration.

2. Enter a server name in the **EVS Server Name** field.

3. Complete each field of the Video and Control group boxes with the selected server parameters.

4. In the Configuration field, tap the Get Server Configuration button.

5. Select a configuration from the Configuration list.

Use the Remove Video Server button next to the EVS Server Name field to remove a selected server from your configuration.

New!

3.7 XTACCESS SETTINGS

This section is available when the user taps the System XTAccess Settings button on the left pane.

Three tabs are available

- XML Scan & Destination
- Avid AAF/Interplay
- Final Cut Pro

The first window is used to specify the XTAccess scan folder and processed file destination. XTAccess is used to transfer files to selected destinations. Refer to the XTAccess user manual for more information.

When users transfer files in Avid MXF OPAtom file format, the transfer destination of the associated metadata files is defined in the Avid AAF/Interplay tab.

When users transfer files in FCP QT format, the transfer destinations of the video file and the associated metadata file are defined in the Final Cut Pro tab.

3.7.1 XTACCESS DEFINITION

One or several XTAccess can be used with INSIO.

To add a new XTAccess, proceed as follows:

1. Tap the Add XTAccess button at the extreme right of the window to add an additional XTAccess to your configuration.

2. Enter a name in the XTAccess name field and tap Enter.

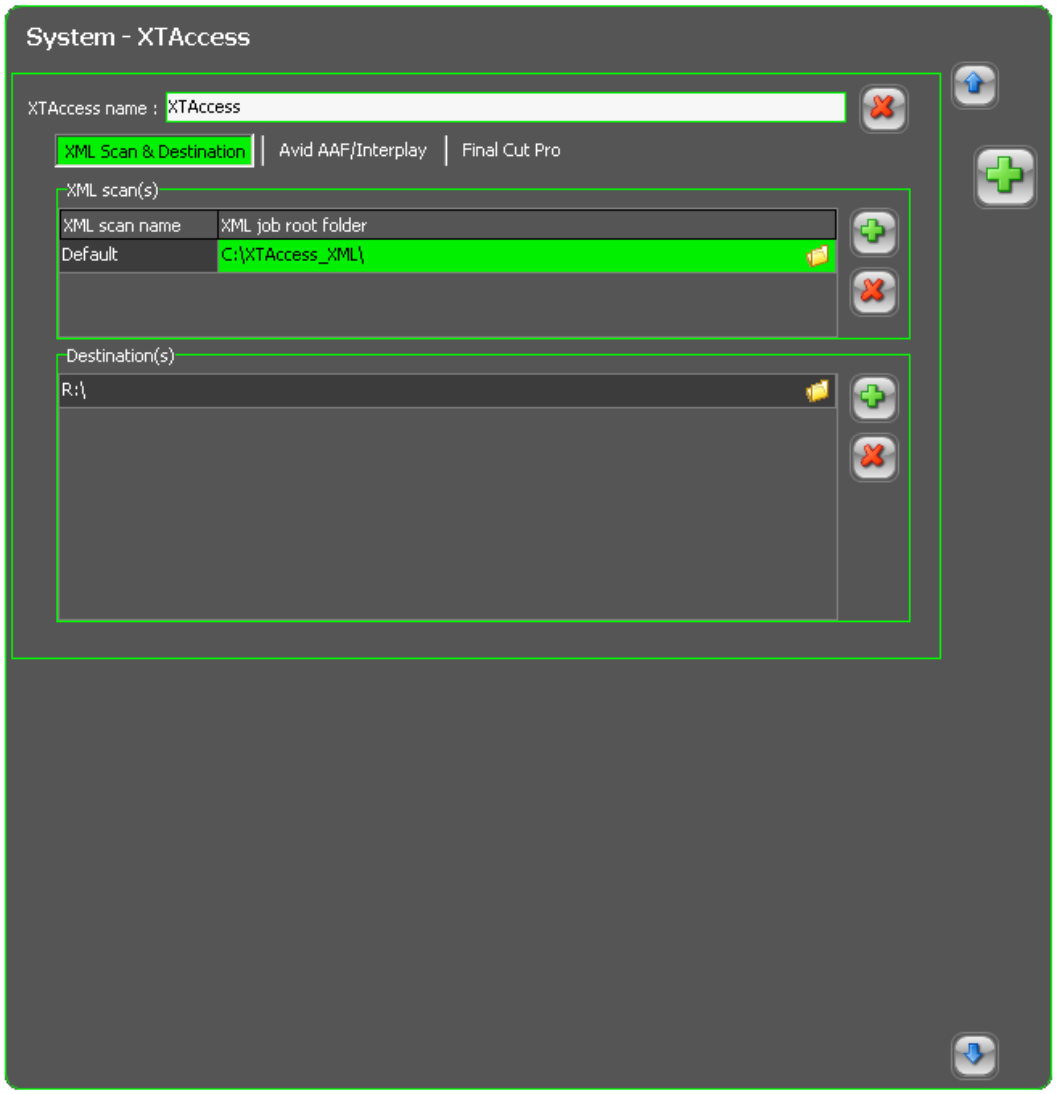
   An additional XTAccess group box is displayed. Use the Up Arrow and Down Arrow buttons to move from one configuration to another.

   The new configuration name is displayed in the Name field of the General tab.

3. Refer to sections 3.7.2 'XML Scan and Destination' on page 36 and 3.7.3 'Avid AAF/Interplay' on page 38 for detailed explanation on the other fields to complete the new configuration.

To remove a selected XTAccess from your configuration, use the **Remove XTAccess** button next to the **XTAccess Name** field.

3.7.2 XML SCAN AND DESTINATION



XML Scan(s)

This setting is used to define the folder which will be scanned by XTAccess.

To use this option, proceed as follows:

1. Tap the **Add XML Scan** button in the XML Scan(s) group box.

   A dialog box opens.

2. Enter the name of the XML scan and tap or **Enter**.

3. Tap the button next to the XML scan name.

   A window opens allowing you to browse for the XML scan folder or enter a folder path.

4. Specify the local folder that will receive XML files. The default local folder is `C:\XTAccess_XML`.

XTAccess will handle all XML files stored in this folder.

To remove a XML Scan, tap the **Remove XML Scan** button in the XML Scan group box.

To edit a XML Scan folder, tap the button next to the XML scan name and select another XML scan folder.

Destination(s)

This specifies the destination path to save the transferred files to.

To use this option, proceed as follows:

1. Tap the **Add Destination** button in the Destination(s) group box.

   A window opens allowing you to browse for the Destination folder or enter a Destination path.

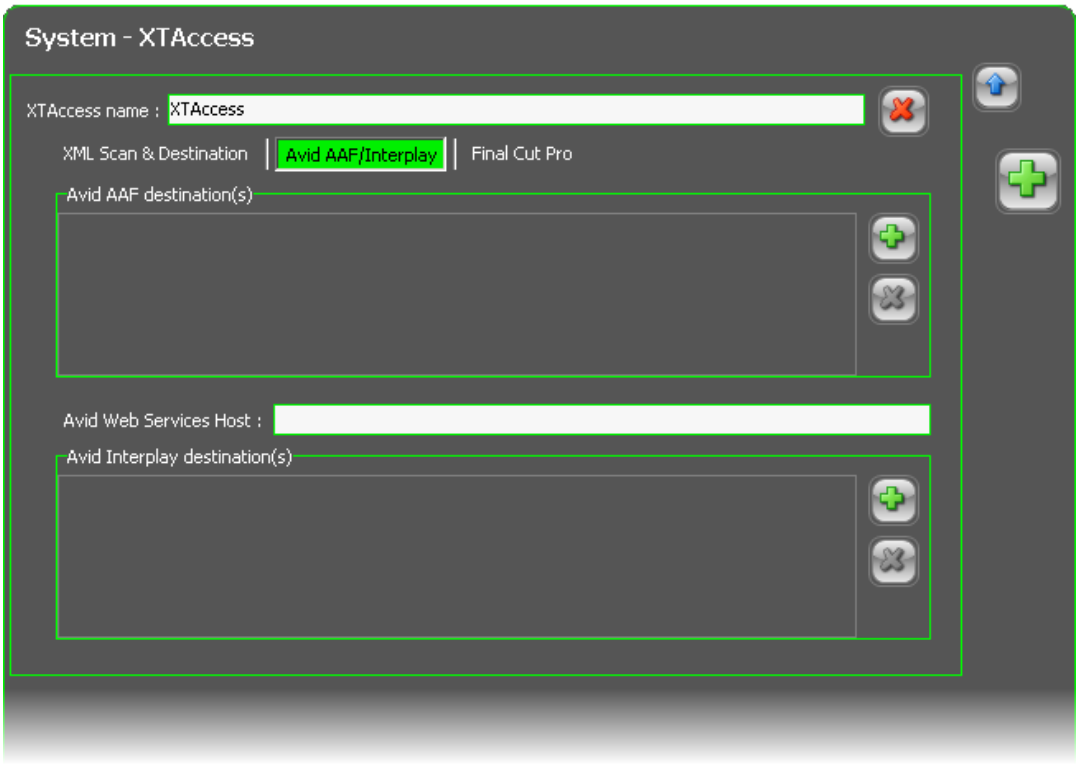
2. Specify the folder that will receive the transferred files and tap **OK**.

To remove a destination, tap the **Remove Destination** button in the Destination(s) group box.

To edit a destination, tap the button next to the Destination folder and select another Destination folder.

New!

3.7.3 AVID AAF/INTERPLAY



AVID AAF DESTINATION(S)

This setting is used to define the folder where the MXF OPAtom metadata files will be transferred to when Interplay is not used.

To add a new destination, proceed as follows:

1. Tap the **Add Destination** button in the Avid AAF Destination(s) group box.

   A window opens allowing you to browse for the destination folder or enter a folder path.

2. Tap .

To remove a destination name, tap the **Remove Destination** button in the Avid AAF Destination(s) group box.

To edit a destination name folder, tap the button next to the Avid AAF Destination name and select another folder.

AVID INTERPLAY DESTINATION(S)

This setting is used to define the folder where the MXF OPAtom metadata files will be transferred to when Interplay is used.

To add a new destination, proceed as follows:

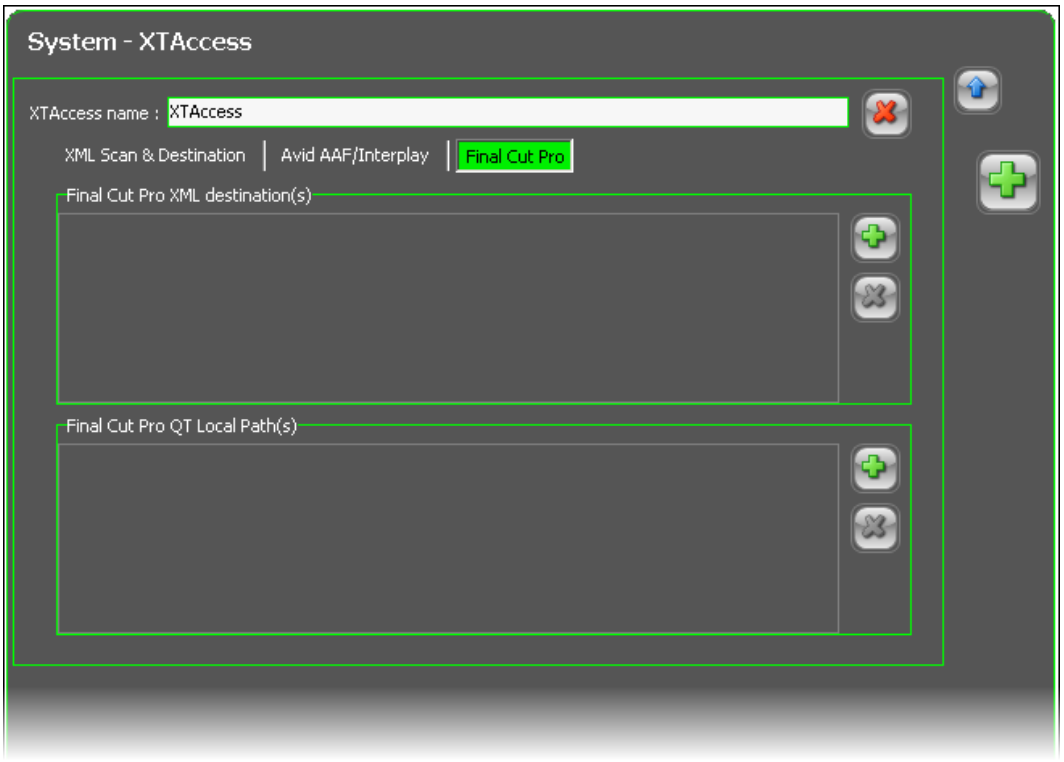
1. In the **Avid Web Services Host** field, enter the name of the Host.
2. Tap the **Add Destination** button in the Avid Interplay Destination(s) group box.

   A window opens allowing you to browse for the destination folder or enter a folder path.
3. Tap .

To remove a destination name, tap the **Remove Destination** button in the Avid Interplay Destination(s) group box.

To edit a destination name folder, tap the button next to the Avid Interplay Destination name and select another folder.

3.7.4 FINAL CUT PRO



FINAL CUT PRO XML DESTINATION(S)

This setting is used to define the folder where the FCP XML metadata files will be transferred to.

To add a new destination, proceed as follows:

1. Tap the **Add Destination** button in the Final Cut Pro XML Destination(s) group box.

   A window opens allowing you to browse for the destination folder or enter a folder path.

2. Tap .

To remove a destination name, tap the **Remove Destination** button in the Final Cut Pro XML Destination(s) group box.

To edit a destination name folder, tap the button next to the Final Cut Pro XML Destination name and select another folder.

FINAL CUT PRO QT LOCAL PATH(S)

This setting is used to define the folder where the FCP QT files will be transferred to. This must be a local path on the destination machine.

Note that the FCP XML file contains the path to the FCP QT file, as a local reference to the video file. For example, if the video file is sent to the path '\\FCP Machine\Netw Drop FCP\' on the FCP machine, the local path mentioned in the FCP XML file must be '/Netw Drop FCP/' (written for use in MAC computers).

To add a new destination, proceed as follows:

1. Tap the **Add Destination** button in the Final Cut Pro QT Local Path(s) group box.

   A window opens allowing you to browse for the destination folder or enter a folder path.

2. Tap .

To remove a destination name, tap the **Remove Destination** button in the Final Cut Pro QT Local Path(s) group box.

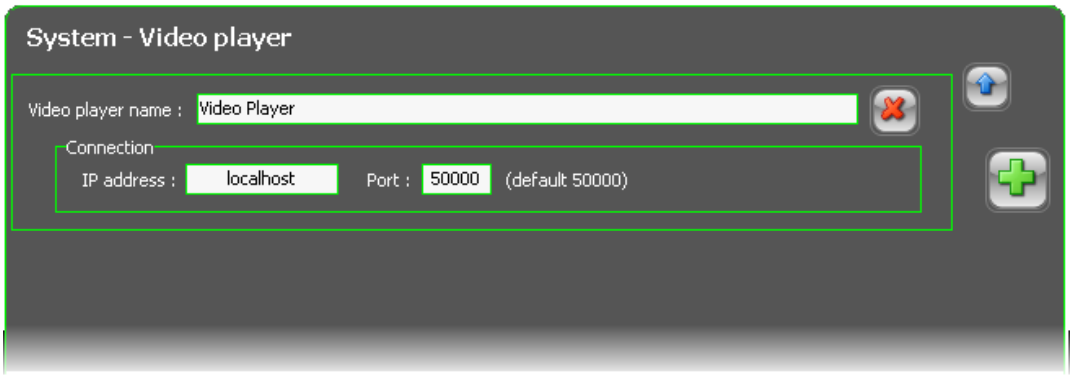
To edit a destination name folder, tap the button next to the Final Cut Pro QT Local Path name and select another folder.

3.8 VIDEO PLAYER SETTINGS

This section is available when the user taps the **System Video Player Settings** button on the left pane.

This window is used to specify Video Player configuration. Video Player is also called Software Player.

One or several Video Players can be connected to INSIO.



Use the **Add Video Player** button to add an additional Video Player to your configuration.

Use the **Remove Video Player** button next to the **Video Player Name** field to remove a selected Video Player from your configuration.

3.9 DATABASE SETTINGS

This section is available when the user taps the **System Database Settings** button on the left pane.

This allows you to access the database with a username and password.

4. Defining Project, Episodes and Scenes

4.1 INTRODUCTION

Before the beginning of a first recording session, you will have to define your project/production structure, which will be made up of a series of episodes, themselves composed of several scenes.

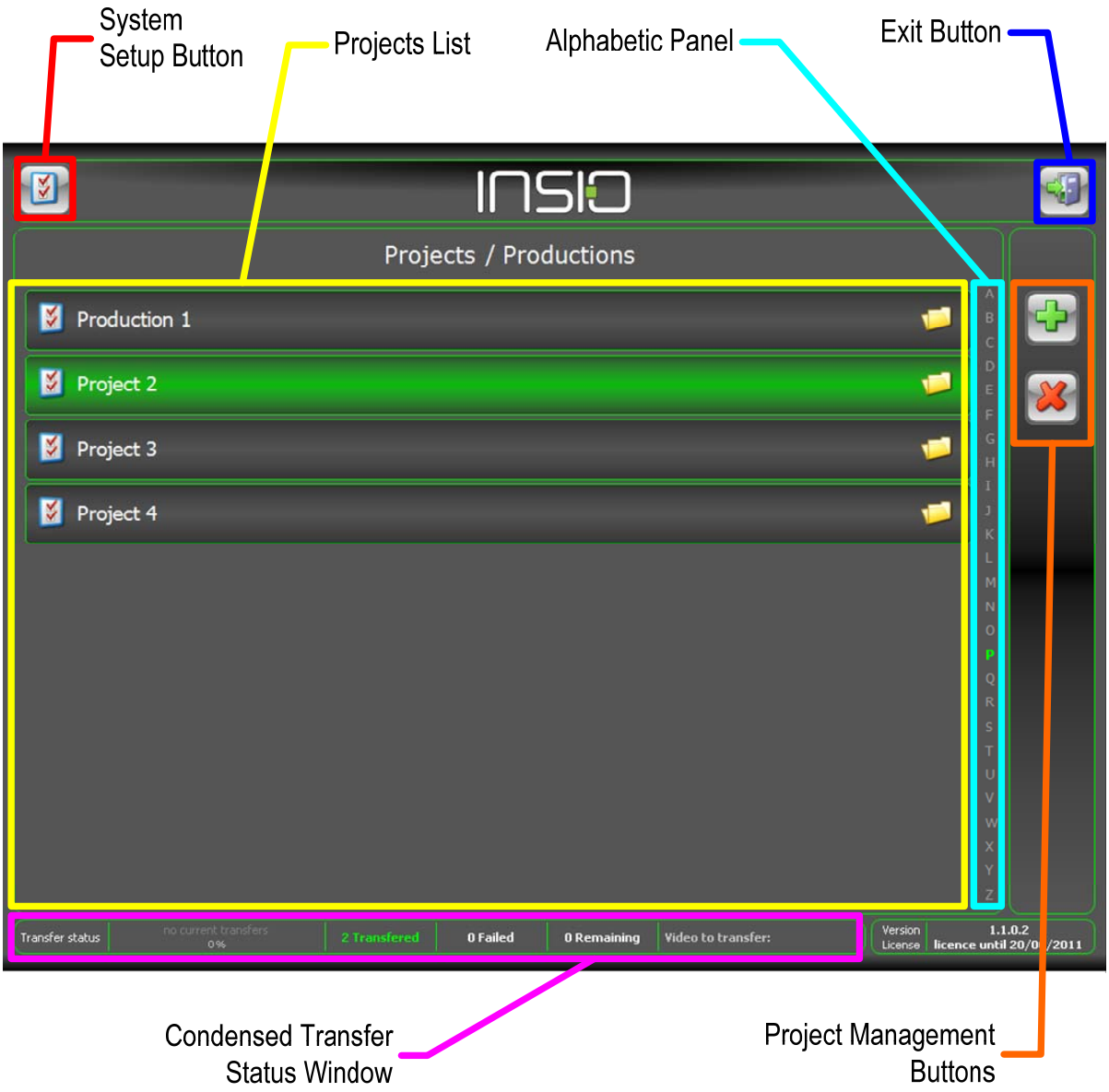
4.2 PROJECT MANAGEMENT

4.2.1 OVERVIEW OF THE PROJECTS / PRODUCTIONS WINDOW

The Projects/Productions window will open when INSIO is started. When you open INSIO for the first time or after having deleted all the existing projects, the Projects/Productions window is empty. Otherwise, the list of projects saved in the INSIO database is displayed.

From this window, you can create a new project, select an existing project for a recording session, edit or delete an existing project. You can also access the System Setup configuration windows or the Project Setup configuration window specific to each project.

The Projects/Productions window contains six main areas highlighted in the screenshot below:



PROJECTS LIST & ALPHABETIC PANEL

This gives the list of all the existing projects, preceded by the **Project Setup** button. Refer to section 3.1.1 'Opening the Setup Windows' on page 7.

Projects are listed in alphabetical order. An alphabetical panel, on the right of the list helps to quickly navigate through the list of projects: a letter highlighted in green indicates an existing project starting with this letter.

PROJECT MANAGEMENT BUTTONS

These buttons allow the creation and deletion of projects.

4.2.2 NAVIGATING WITHIN A WINDOW

A window sometimes displays a list of items longer than the screen height.

It can happen with:

- the list of projects in the Projects/Productions window
- the list of episodes in the Programs/Episodes window
- the list of clips in the Clip List tabs of the Record/Review window

When you use classic keyboard, mouse and screen, you can move through the list by using mouse scroll wheel or by tapping somewhere in the list and holding the left button of the mouse while moving up and down.

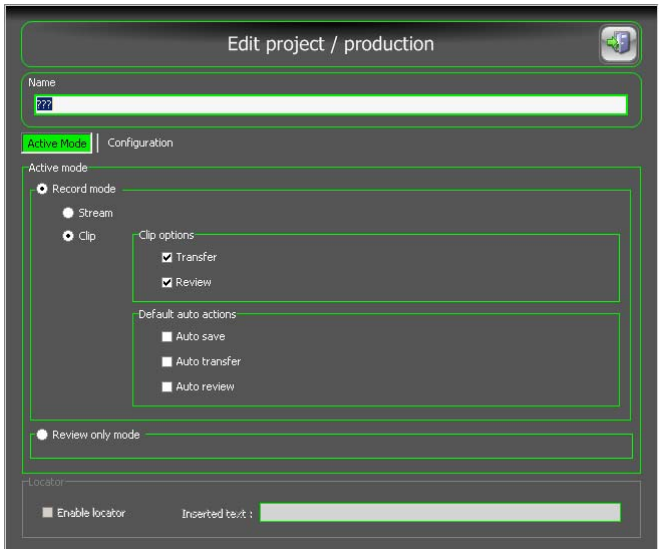
When you use a touch screen, you can move through the list by moving your finger up and down on the screen and the list will scroll accordingly. Then lift your finger off to be able to select an item.

4.2.3 HOW TO ADD A NEW PROJECT

To define a new project, proceed as follows:

1. From the Projects/Productions window, tap the **Add a Project/Production** button .

   The Edit Project/Production window opens and the settings defined in the System Setup windows for the active mode (**Setup > User > General**) and for the configuration (**Setup > User > Predefined Configurations**) are displayed.



2. Enter a name for the whole project/production in the **Name** field.

3. If you want to apply Active Mode setting specific to this new project, open the Active Mode tab and modify the selected options. Refer to section 3.2 ‘User General Settings on page 10 for a detailed explanation of the setting.

4. Select the configuration for your project: open the Configuration tab where you can
   - select an existing configuration from the Configurations list,
   - add a new configuration with the **Add New Configuration** button
   - copy and edit the selected configuration by tapping the **Copy Current Configuration and Edit** button .

   Refer to section 3.3 'Predefined Configurations Settings' on page 12 for a detailed explanation of the options.

5. Tap the **Exit** button to save your new project.

The new project appears in the Projects list.

4.2.4 How to Update Project Setup Configuration

To edit the setup configuration relative to an existing project, or to rename it, proceed as follows:

1. In the Projects/Productions window, tap on the project you want to edit

   The project line is highlighted.

2. Tap the **Project Setup** button located on the project line.

   The Edit Project/Production window opens and the settings selected at project creation for the active mode and for the predefined configuration are displayed.

3. Update the required information.

4. Tap the **Exit** button to save your modifications.

4.2.5 How to Delete a Project

To delete a project from the Projects/Productions list, as well as the episodes it eventually contains, proceed as follows:

1. In the Project/Production window, tap on the project you want to delete.

   The project line is highlighted.

2. Tap the **Delete the Selected Project/Production** button .

   A dialog box is displayed asking for confirmation.

3. Tap the **Validate** button .

The project disappears from the Projects/Productions list and is therefore no more accessible.

Note

This will not remove the recorded media, but only the project information. To remove media, refer to section 7 ‘Cleaning Up the System and Deleting Media’ on page 103.

4.3 EPISODES MANAGEMENT

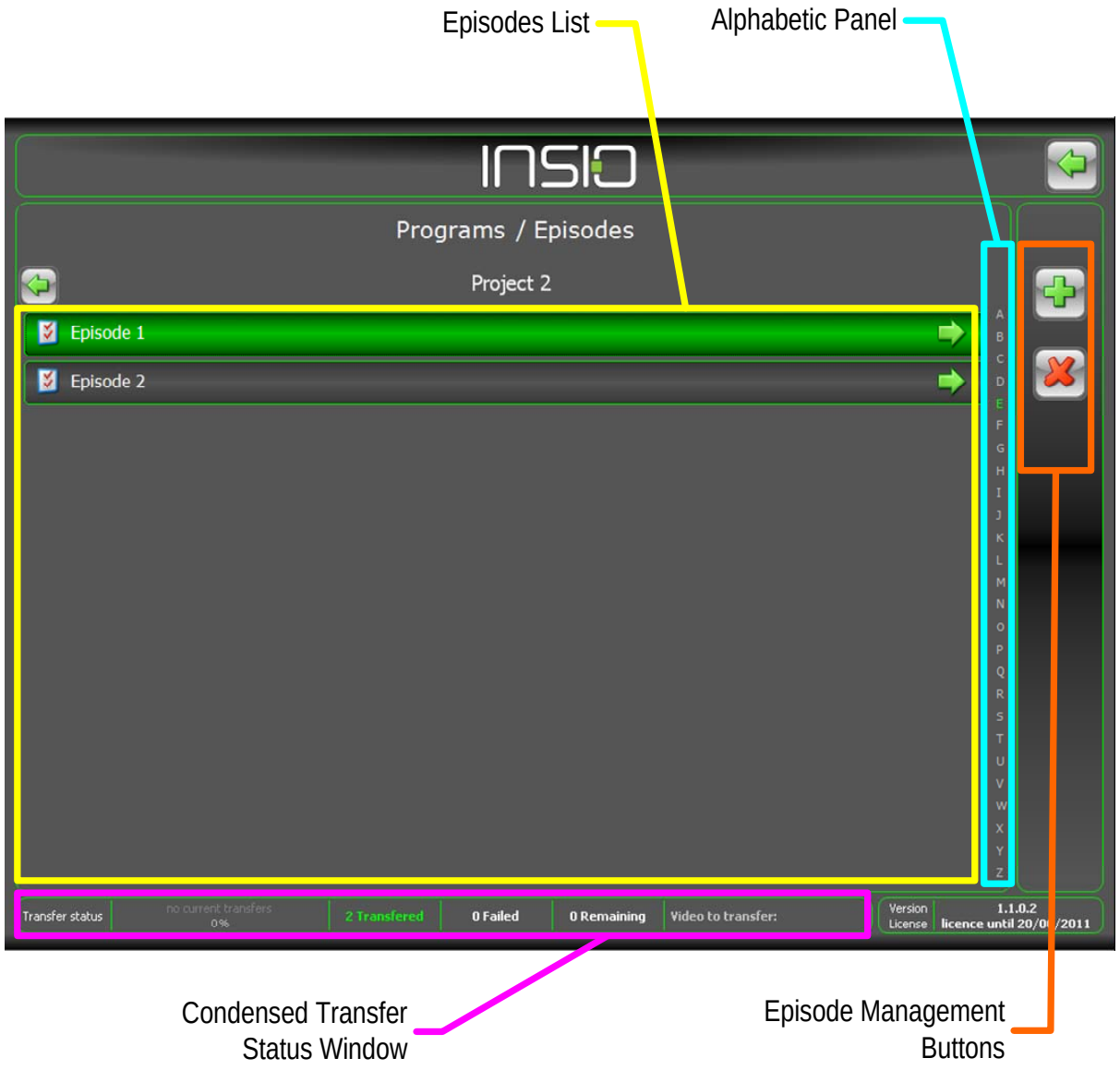
4.3.1 INTRODUCTION

Once your project/production has been created, you can define an episode/program.

4.3.2 OVERVIEW OF THE PROGRAMS / EPISODES WINDOW

You can access the Programs/Episodes window by tapping the button on the right of the line corresponding to your project. When episodes have already been created for the selected project, they are listed in that window.

The Programs/Episodes window contains four main areas highlighted in the screenshot below:



It is possible to go back to the Project/Production window by tapping the Go Back button .

EPISODES LIST & ALPHABETIC PANEL

This gives the list of all the existing episodes for the selected project, preceded by the Episode Setup button. Refer to section 3.1.1 'Opening the Setup Windows' on page 7.

Episodes are listed in alphabetical order. An alphabetical panel, on the right of the list helps to quickly navigate through the list of episodes: a letter highlighted in green indicates an existing episode starting with this letter.

EPISODE MANAGEMENT BUTTONS

These buttons allow the creation and deletion of episodes.

CONDENSED TRANSFER STATUS WINDOW

This area gives quick information on the jobs transfer status. Refer to section 6 'Transferring Media' on page 90.

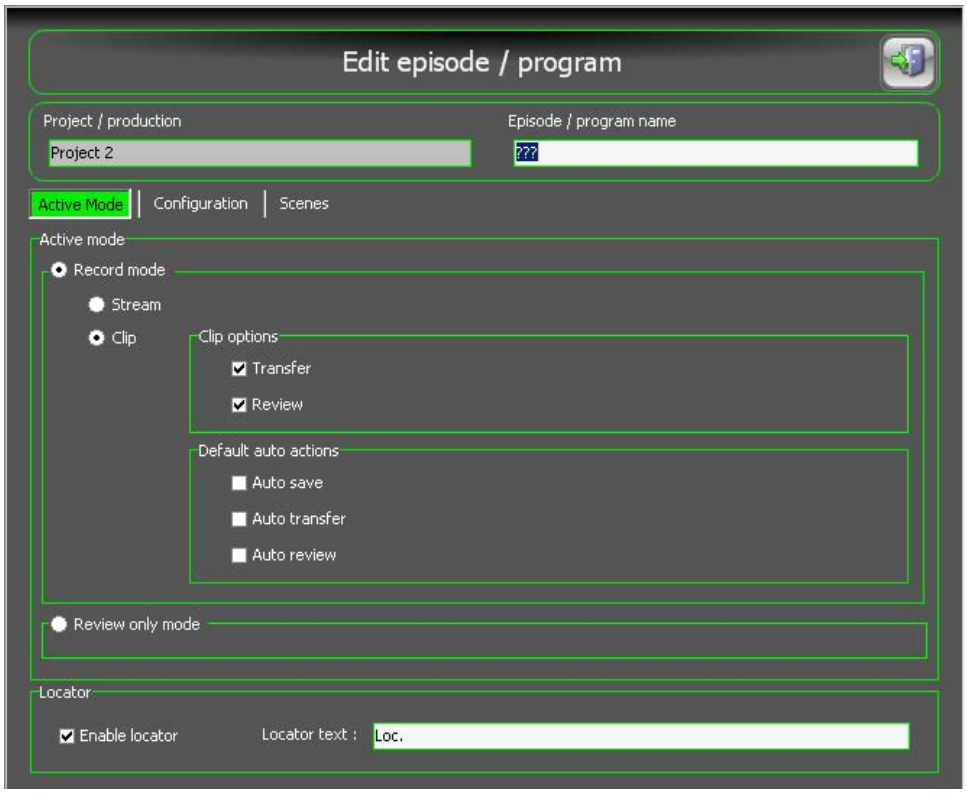
4.3.3 How to Add a Program / Episode

To define a program/episode for a project, proceed as follows:

1. Tap the **Add a Program/Episode** button.

   The Edit Episode/Program window is displayed and the settings applicable to the project for the active mode (**Setup > User > General**) and the configuration (**Setup > User > Predefined Configurations**) are displayed.

   The project name is displayed in the **Project/Production** field but cannot be edited.



2. Enter a name for the episode/program in the **Episode/Program Name** field.

3. If you want to apply Active Mode setting specific to this new episode, open the Active Mode tab and modify the selected options. Refer to section 3.2 ‘User General Settings on page 10 for a detailed explanation of the setting.

4. Select the configuration for your episode: open the Configuration tab where you can

   - select an existing configuration from the Configurations list,
   - add a new configuration with the **Add New Configuration** button
   - copy and edit the selected configuration by tapping the **Copy Current Configuration and Edit** button .

   Refer to section 3.3 ‘Predefined Configurations Settings’ on page 12 for a detailed explanation of the options.

5. Scenes can be defined at that time or later on. Refer to section 4.4 ‘Defining Scenes’ on page 51 for detailed explanation on how to define scenes.

6. Tap the **Exit** button to save your new episode.

The new episode appears in the Programs/Episodes list for the project.

4.3.4 How to Update Episode Information

To edit the information relative to an episode, or to rename it, proceed as follows:

1. In the Programs/Episodes window for your project, tap on the episode you want to edit.

   The episode line is highlighted.

2. Tap the **Episode Setup** button located on the episode line.

   The Edit Episode/Program window opens and the settings selected at episode creation for the active mode and for the predefined configuration are displayed.

3. Update the required information.

4. Tap the **Exit** button to save your modifications.

4.3.5 How to Delete an Episode

To delete an episode from the Programs/Episodes list, as well as the scenes it eventually contains, proceed as follows:

1. Select the episode you want to delete

   The episode line is highlighted.

2. Tap the **Delete the Selected Program/Episode** button .

   A dialog box is displayed asking for confirmation.

3. Tap the **Validate** button .

The episode disappears from the Programs/Episodes list and is therefore no more accessible.

Note

This will not remove the recorded media, but only the episode and relative scenes information. To remove media, refer to section 7 ‘Cleaning Up the System and Deleting Media’ on page 103.

4.4 DEFINING SCENES

The list of scenes composing an episode can be created at the same time as the episode or later on.

The list of scenes can be created in different ways:

- by direct entry in the Programs/Episodes window
- by direct entry in the Record/Review window

4.4.1 HOW TO DEFINE SCENES FROM THE PROGRAMS / EPISODES WINDOW

To define scenes for an episode from the Programs/Episodes window, proceed as follows:

1. From the Project/Production window, tap the button on the right of the line corresponding to your project.

   The Programs/Episodes window is displayed.

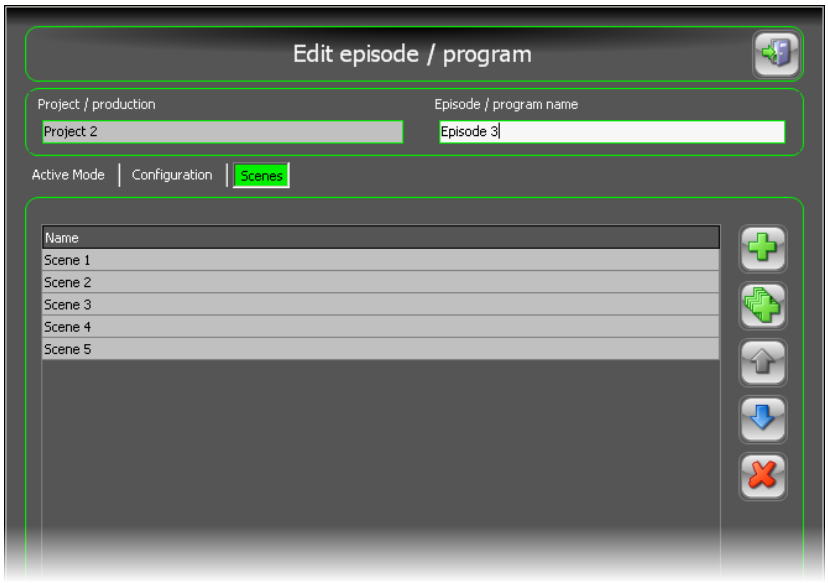
2. If you define scenes for an episode at the same time as the episode creation, create a new episode as described in steps 1 to 4 of section 4.3.3 ‘How to Add a Program / Episode’ on page 49.

   OR

   If you define scenes for an episode later than the episode creation: select an existing episode and tap the **Episode Setup** button located on the episode line.

   The Edit Episode/Program window opens.

3. Select the Scenes tab.

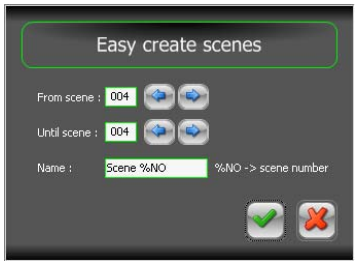


Adding a Single Scene

1. Tap the **Add Scene** button .
   A dialog box opens.
2. Enter a name for the scene.
3. Tap the **Validate** button or **Enter**.
4. Repeat steps 1 to 3 as many times as you want to add scenes.

Adding a List of Scenes at Once

1. Tap the **Easy Create Scenes** button .
   A dialog box opens:



2. Use the arrows to define the range of scenes you want to create.
3. Tap the **Validate** button or **Enter**.

4.4.2 How to Update Scenes Information from the Programs / Episodes Window

To update scenes information for an episode from the Programs/Episodes window, proceed as follows:

1. Tap the **Episode Setup** button located on the selected episode line.
   The Edit Episode/Program window is displayed.
2. Select the Scenes tab.
3. - To update the scene name: tap in the **Scene Name** field, update the name and tap **Enter**.
   - To change the order of the scene, tap on the scene name and use the **Move Down** or **Move Up** buttons.

4.4.3 How to Delete Scenes Information from the Programs / Episodes Window

To delete scenes information for an episode from the Programs / Episodes window, proceed as follows:

1. Tap the **Episode Setup** button located on the selected episode line.
   The Edit Episode/Program window is displayed.
2. Select the Scenes tab.
3. To remove a scene from the list, select the scene and tap the **Remove Scene** button .

4.4.4 How to Define a Scene for an Episode in the Record/Review Window

To define scene for an episode in the Record/Review window, proceed as follows:

1. Tap the button in the **Scene** field.
   A contextual menu with the list of existing scenes is displayed.

2. Tap the Scene button
   A dialog box opens.
3. Enter a name for the scene.
4. Tap **Enter** or the **Validate** button .

5. Recording and Reviewing Media

5.1 INTRODUCTION

The Record/Review window is an integrated window from which it is possible to manage the recording process, to preview and edit recorded takes, to initiate the transfer of recorded media to predefined destinations and to have a quick overview of the transfer jobs status.

During the recording session, takes will be recorded for a selected scene.

The recording of a take can be acceptable at once or several takes will be needed for the same scene before it is considered as correct.

A take may be recorded by several cameras, from various viewing angles, which would have been defined in the Setup > User > Predefined Configurations > Record Setup window.

In this manual, the term 'clip' is used to designate a take recorded by a camera. As many cameras record the same take at the same time, there will be as many recorded clips for a take as there are active cameras. They can be called 'linked clips'.

Recorded takes may be loaded on server player channels or Software Player channels and reviewed on screen. If required, they can be trimmed.

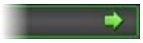
5.2 USER INTERFACE

5.2.1 OPENING THE RECORD/REVIEW WINDOW

Once the project has been defined, as well as its episodes and scenes, you can access the Record/Review window as follows:

1. From the Projects/Productions window, tap the button on the right of the line corresponding to your project.

   The Programs/Episodes window is displayed.

2. Tap the  button on the right of the line corresponding to the selected episode. The Record/Review window opens.

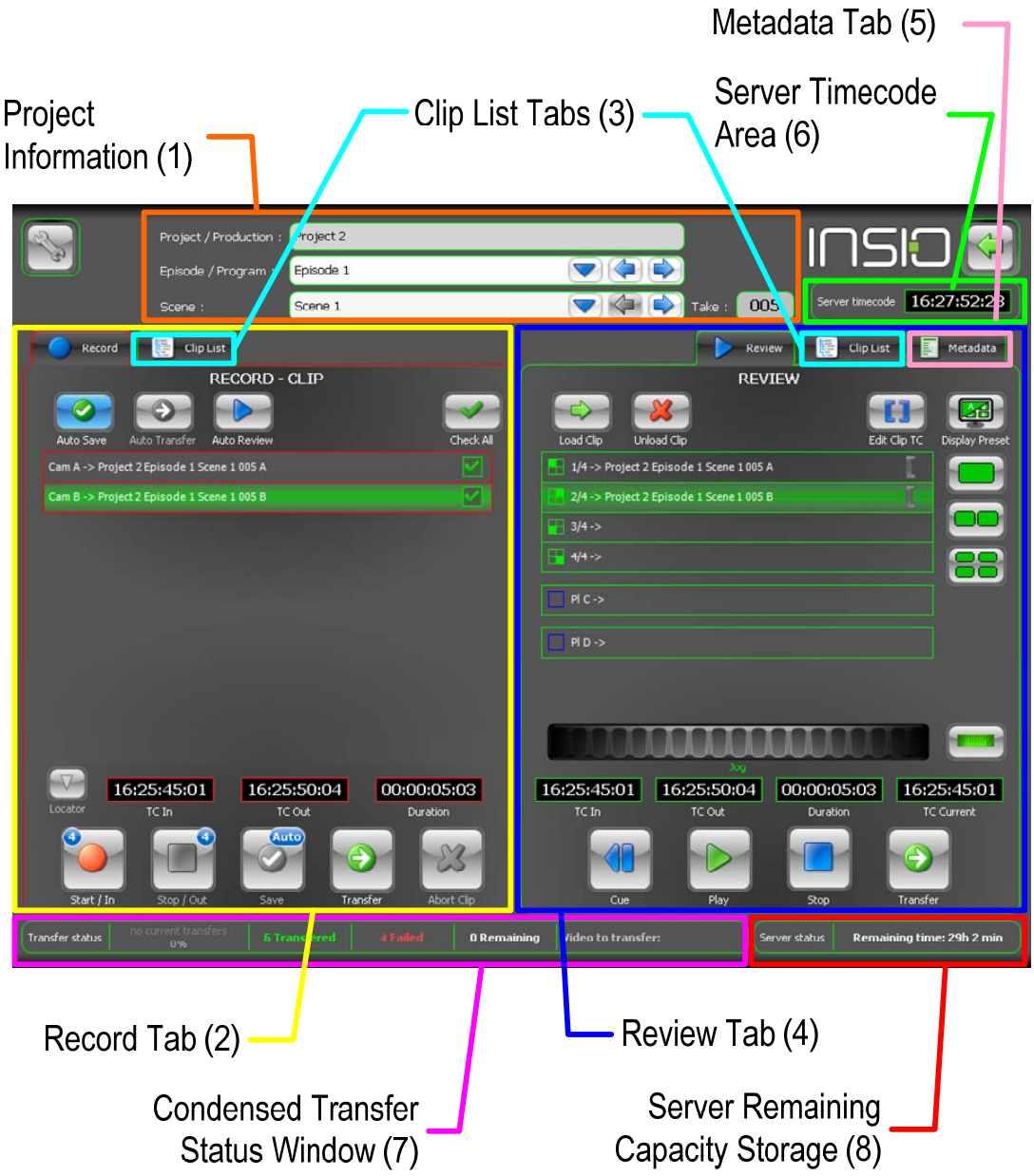
5.2.2 OVERVIEW OF THE RECORD / REVIEW WINDOW

The window can present up to five tabs: Record tab, Review tab, Left Clip List tab, Right Clip List tab and Metadata tab. The layout of this window will differ depending on the Active Mode defined in the settings: record stream, record clip and transfer, record clip and review, review only.

Differences will be highlighted within the text.

New!

The Record/Review window contains the following main areas highlighted in the screenshot below:



PROJECT INFORMATION AREA (1)

This area displays the project/production name, the episode/program name and the scene name.

New!

Episodes can be selected from the list in the Episode field or with the buttons, provided that they belong to the same project and that they use the same settings.

Scenes can be selected from the list in the Scene field or with the buttons. New scenes can be defined.

A Take number is incremented by one unit each time a take is recorded for a scene. Each time a new scene name is entered, the take number is reset to 001.

TABS

Up to five tabs can be displayed in this window, depending on the Active mode selected in Setup > User > General.

Record Tab (2)

It is used for the recording of a take, or stream. Refer to section 5.3.2 ‘Overview of the Record Tab’ on page 58 for a detailed description of this tab.

It is displayed if the Record mode has been selected.

Right Clip List Tab (3)

This is the Clip List Tab located on the right of the window. It is intended to be used when the Record tab is opened, during a recording session. Clips can then be manually selected for transfer and the transfer status can be visualized. Refer to section 6.2.2 ‘Overview of the Clip List Tabs’ on page 93 for a detailed description of this tab.

It is displayed if the Record Clip mode has been selected.

Status Tab

It is used to display information and thumbnails of the different streams. Refer to section 5.3.4 ‘Recording a Stream’ on page 64 for more details on this tab.

It is displayed if the Record Stream mode has been selected.

Review Tab (4)

It is used for reviewing a recorded clip. Refer to section 5.4 ‘Reviewing Media’ on page 66 for a detailed description of this tab.

It is displayed if the Review Only mode or the Record Clip mode with Review option has been selected.

Left Clip List Tab (3)

This is the Clip List Tab located on the left of the window. It is intended to be used together with the Review Tab either to select clips to be transferred or to select clips which will be loaded on a player channel. Refer to section 6.2.2 ‘Overview of the Clip List Tabs’ on page 93 for a detailed description of this tab.

It is displayed if the Review Only mode or the Record Clip mode has been selected.

New!

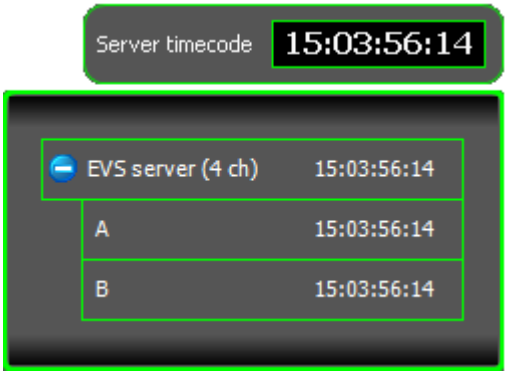
Metadata Tab (5)

This area displays the metadata linked to the recorded clips. It allows you to enter metadata values for the free text user fields defined in Setup > User > Metadata. From this tab, you can flag the take as accepted or not, as well as associate a rating to the take. Refer to section 5.5 ‘Assigning Metadata’ on page 83 for more details.

It is displayed if the Review Only mode or the Record Clip mode has been selected.

SERVER TIMECODE AREA (6)

This area displays the current timecode position of the server and gives access to the list of servers with their respective timecode position.



CONDENSED TRANSFER STATUS WINDOW (7)

This area gives quick information on the transfer job status. Refer to section 6.2.1 ‘Overview of Transfer Status Windows’ on page 90 for more information.

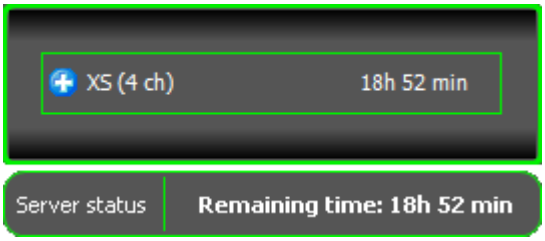
SERVER STATUS AREA (8)

This area displays the remaining recording capacity available on the server and gives access to the list of servers with their respective remaining recording capacity.

The display is red when remaining capacity is under the threshold limit defined in Setup > System > General.

Tap on the area to display the servers from the setup:

The display is green when remaining capacity is higher than the defined threshold limit.



5.3 RECORDING MEDIA

5.3.1 INTRODUCTION

Recording a sequence will be possible via the Record tab of the Record/Review window. Users are able to select the cameras which will record a take and to select the cameras angles which will be kept for the transfer of a take.

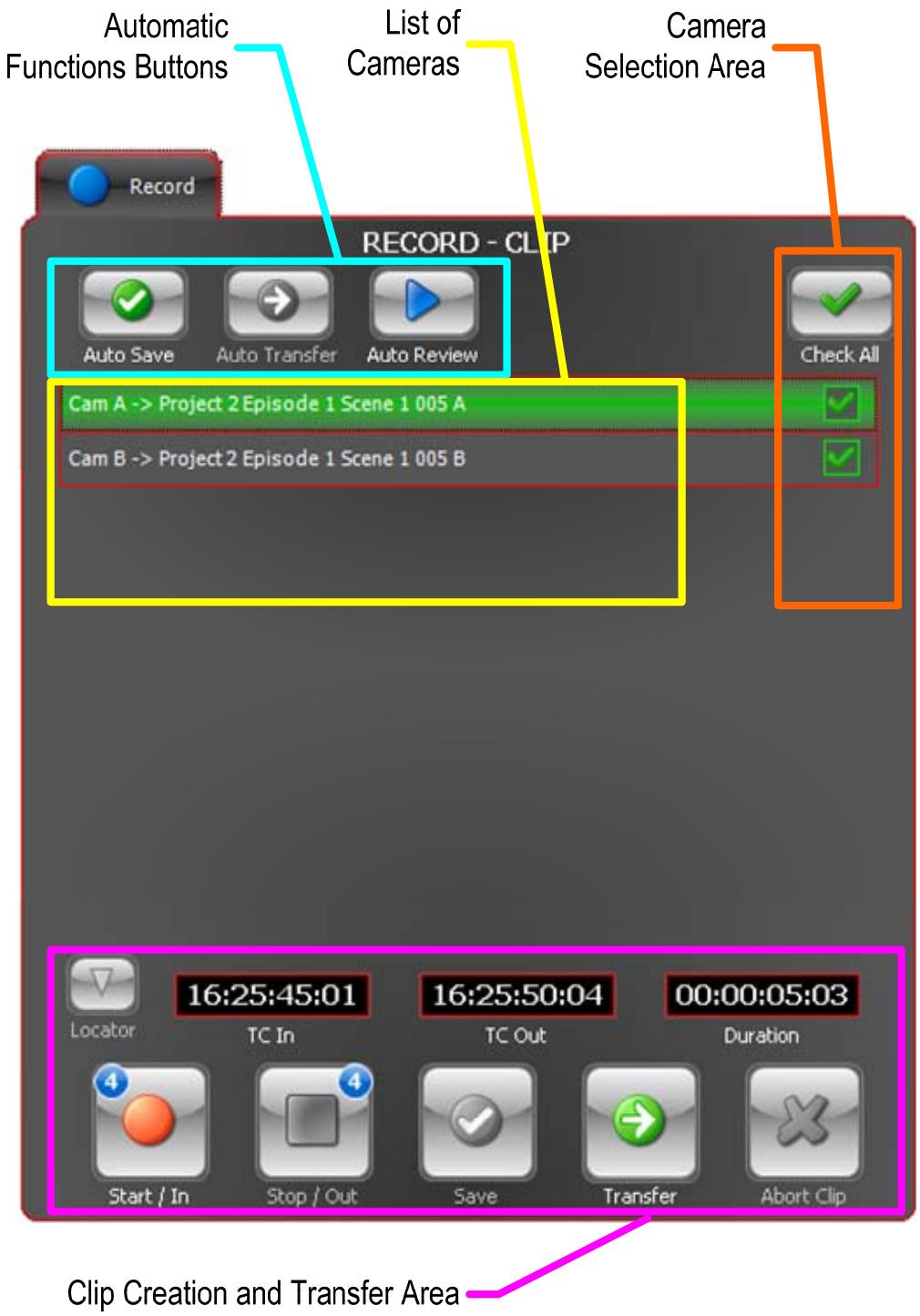
Time can be saved by using automatic functions to save, transfer and/or review clips.

The recording of a stream is performed from this tab as well. Specificities of the window are described in section 5.3.4 ‘Recording a Stream’ on page 64.

5.3.2 OVERVIEW OF THE RECORD TAB

When the active mode is set to Clip, with Review and Transfer options, in Setup > User > General, the Record tab looks like the following screenshot:

New!



AUTOMATIC FUNCTIONS BUTTONS

Auto Save button: activates or deactivates the Auto Save mode related to the automatic saving of the recorded clip as soon as the **Stop/Out** button is tapped, without need to tap the **Save** button. Refer to section 'Auto Save Mode' on page 61.

Auto Transfer button: activates or deactivates the Auto Transfer mode related to the automatic transfer of the recorded and saved clip without need to tap the **Transfer** button. Refer to section 6.4 'Automatic Transfer' on page 95.

Auto Review button: activates or deactivates the Auto Review mode related to the automatic loading of the recorded clip on the Software Player channel selected in the Review tab. Refer to section 'Auto Review Mode' on page 71.

One or several of these buttons can be activated at a time.

These functions can be activated or deactivated either in the Setup > User > General > Default Auto actions section or in the Record window.

Note

These buttons are not present in the interface when the system is used for streaming.

LIST OF CAMERAS AND CAMERA SELECTION AREA

The list of cameras displays the server recorder channels, seen as camera, as named in Setup > User > Predefined Configurations > Record Setup. When cameras have been grouped together, the camera view can be expanded by tapping the button or collapsed by tapping the button.

The Camera Selection button and check boxes allow the selection of some or all the cameras for the recording of the take or, once the takes have been recorded, for the saving of takes.

CLIP CREATION AND TRANSFER AREA

Time Information

TC IN field: displays the timecode of the IN point for the linked clips being recorded.

Duration field: displays the time interval between the IN and OUT points, i.e. clip duration.

TC OUT field: displays the timecode of the OUT point for the recorded linked clips.

Clip Management Buttons

This area provides the buttons required to start, stop or abort the recording of a take and buttons to save and transfer the recorded takes. The guardband durations, as defined in Setup > System > General, are displayed at the top of the Start and Stop buttons.

Note

Only the Start/In and the Stop/Out buttons are available when using the stream mode.

Start/In button: starts the recording of a take and sets an IN point. The timecode of the IN point is then displayed in the TC IN field.

Stop/Out button: stops the recording of the take and sets an OUT point. The timecode of the OUT point is then displayed in the TC OUT field.

Save button: saves the clips recorded by all the selected cameras on the server.

Transfer button: transfer the clips recorded by all the selected cameras to predefined transfer destination(s).

Abort Clip button: aborts the recording of the take by all the selected cameras.

New!

Locator button: inserts flags within a take to indicate, for example, when the actors start again their lines, in case of successive repetitions within an ongoing take.

5.3.3 RECORDING A TAKE

This section explains how to proceed to record a take with or without the Auto Save mode activated. It provides information on how to abort the recording of a take when, for example, something wrong happens, or how to place tags within a take when, for example a sentence is repeated several times by an actor but you do not want to stop and re-start the recording.

AUTO SAVE MODE

Before, or during, the recording of a take, you can activate the Auto Save mode by tapping the Auto Save button. In this case, you will not have to tap the Save button at the end of the take recording and the clips recorded from all the selected cameras will automatically be saved on the server after you have tapped the Stop/Out button.

When the Auto Save mode is activated, the background color of the Auto Save button is blue:

and an 'Auto' flag is present on the top of the Save button:

The Auto Save mode can be deactivated by tapping the Auto Save button again. The background color of the Auto Save button then turns grey. When the Auto Save mode is not activated, you will be able to deselect cameras before saving them.

HOW TO RECORD A TAKE

To record a take for a scene with or without the Auto Save mode, proceed as follows:

New!

1. Select the episode you want to work on from the drop-down list in the **Episode** field or with the Episode buttons.

2. Select the scene you want to work on from the drop-down list in the **Scene** field or with the Scene buttons.

3. You can select which cameras will be active when recording a clip.

   From the list of cameras:

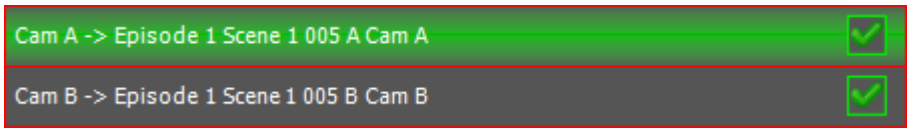
   - deselect the cameras you do not want to record the take by clearing the check box on the corresponding line(s),
   - select the cameras you want to record the take by selecting the check box on the corresponding line(s)

   OR

   - tap the **Check All** button to select all the cameras.

4. Tap the **Start/In** button to start recording the take.

   A clip is being recorded by each of the selected cameras and the clip names, as defined in **Setup** > **User** > **Predefined Configurations** > **General**, are displayed next to the camera names:

5. In case the actors need to repeat their lines within an ongoing take, tap the **Locator** button each time they start again, provided that the **Locator** button function has been enabled in the **Setup** > **User** > **General** tab.

   Refer to section 3.2 ‘User General Settings’ on page 10.

6. Tap the **Stop/Out** button when the take is done to stop recording the clips.

7. If the Auto Save mode has been activated, the clips are automatically saved on the server for all the previously selected cameras. The **Start/In** button is available again for a new take and the take number is increased by 1 unit.

   If the Auto Save mode has not been activated, you will then be able to deselect cameras from which you do not want to keep the recorded clip, if any, by clearing the check box on the corresponding camera line(s).

8. If the Auto Save mode has not been activated, tap the **Save** button to save the selected recorded clips for the take.

   The clips from all the selected cameras are then saved on the server. The **Start/In** button is available again for a new take and the take number is increased by 1 unit.

The recorded clips are displayed in the Clip List tabs.

Note

If the Auto Transfer mode has been activated, the recorded clips are automatically transferred to the transfer destination defined in Setup > User > Predefined Configurations as soon as they have been saved.

Otherwise, refer to section 6.5 'Manual Transfer' on page 95 for later transfer operation.

HOW TO ABORT THE RECORDING OF A TAKE

You can decide not to keep any clip from a take being recorded at two different times:

- the take recording has not yet been stopped when something wrong happens:

  tap the Abort Clip button to abort the recording and to delete the clips from the current take.

OR

- the recording of the take has been stopped with the Stop/Out button but not yet saved with the Save button or by the Auto Save mode, and you then decide not to keep the take:

  tap the Abort Clip button to delete the clips from the current take.

In both cases, the Start/In button becomes available again, the take number does not increase and the clip names are removed from the list of cameras.

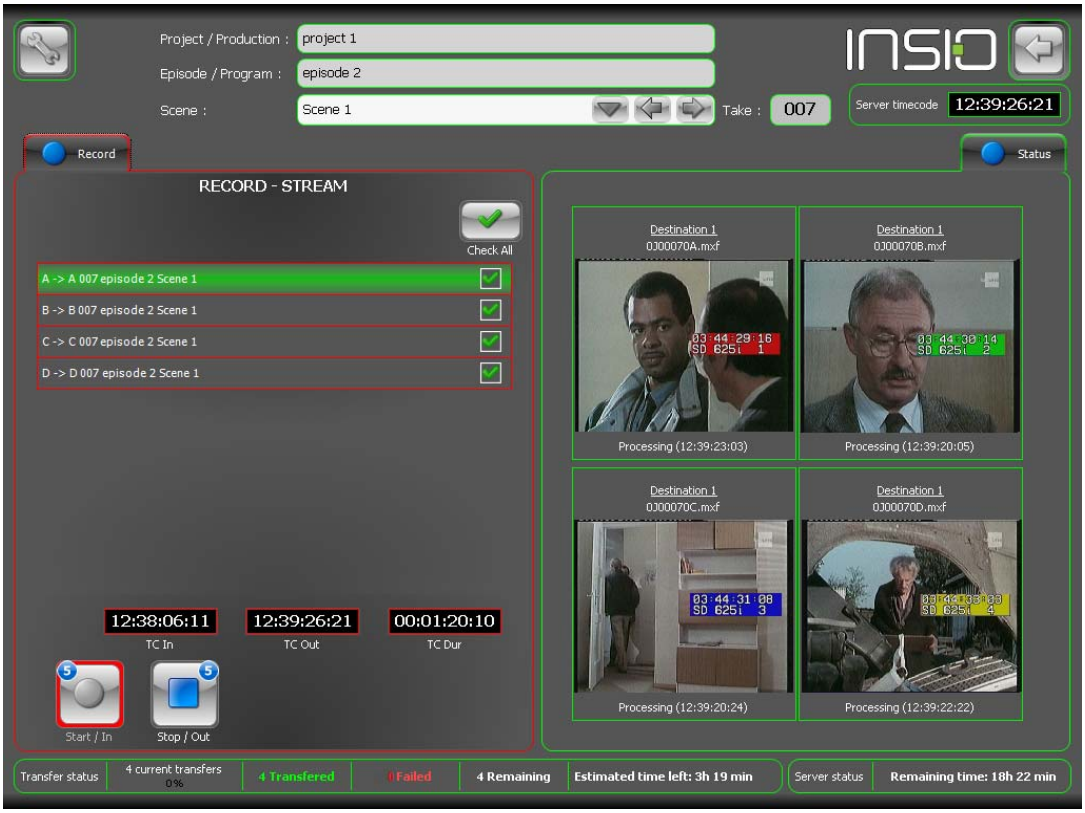
Note

When the Auto Save function is activated, you will only be allowed to abort clip before tapping the Stop/Out button.

5.3.4 RECORDING A STREAM

RECORD WINDOW OVERVIEW

When the active record mode has been set to stream, the Record window layout is limited as shown in the following screenshot:



Record Tab

In this tab, no automatic function button is available, as well as no **Locator** button, **Save**, **Transfer** and **Abort Clip** buttons.

Status tab

The Status tab displays information on the stream transfer status. It contains one box per camera and per destination path. Each box shows a thumbnail, destination, clip name and current timecode.

In the screenshot above, 4 boxes are displayed as 4 cameras are streaming to 1 destination path. If 4 cameras were streaming to 2 destination paths, 8 boxes would be present.

HOW TO RECORD A STREAM

To record stream(s), proceed as follows:

1. Select the episode you want to work on from the drop-down list in the **Episode** field or with the Episode buttons.

2. Select the scene you want to work on from the drop-down list in the **Scene** field or with the Scene buttons.

3. You can select which cameras will be active when recording a take.

   From the list of cameras,

   - deselect the cameras you do not want to record the take by clearing the check box on the corresponding line(s)
   - select the cameras you want to record the take by selecting the check box on the corresponding line(s)

   OR

   - tap the **Check All** button to select all the cameras.

4. Tap the **Start/In** button to start recording the stream(s).

   The stream is not saved on the server and is directly sent to the transfer destination defined in **Setup** > **User** > **Predefined Configurations** > **Format, Name & Destination**.

5. Tap the **Stop/Out** button to stop the recording of the stream(s).

5.4 REVIEWING MEDIA

5.4.1 INTRODUCTION

The loading of a recorded clip on a server player channel or on a Software Player channel is possible via the Review tab of the Record/Review window.

Users are enabled to review the different takes, to select and transfer the best takes to post-production systems, but also to modify the TC In and/or the TC Out points of a clip before transfer.

The Review tab can be used together with the Record tab to review just recorded clips, or with the Left Clip List tab to review clips recorded earlier. So, the selection of clips is performed on the left part of the screen and the selection of channels to load the clips on is performed from the Review tab.

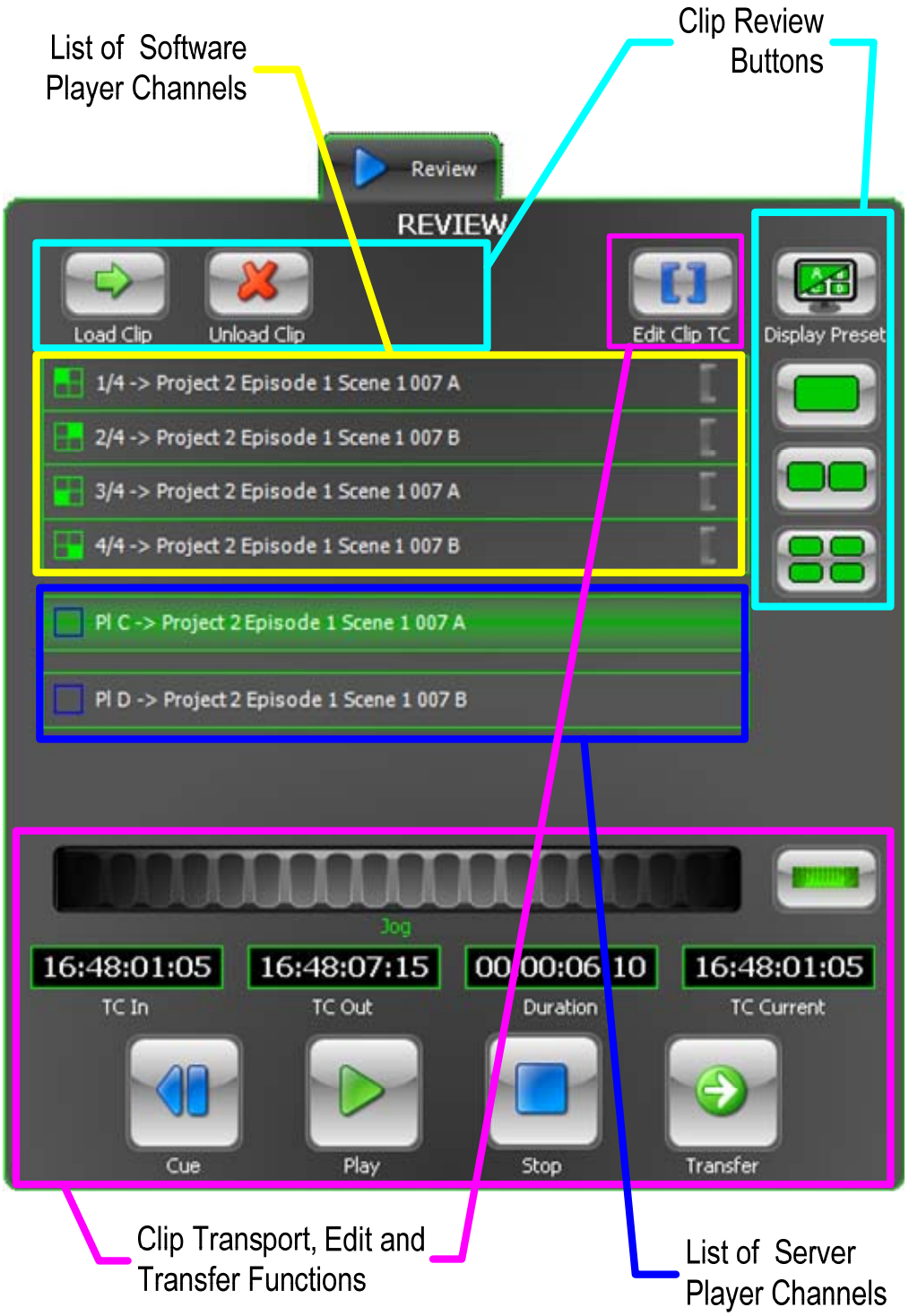
Review operations can be carried out rapidly thanks to the use of the Auto Review function and to the Presets function, to automatically load clips from predefined cameras on predefined Software Player channels.

Note

This tab is not available when using the Stream mode or when the Clip mode without Review option has been selected.

5.4.2 OVERVIEW OF THE REVIEW TAB

The Review tab contains the following areas highlighted in the screenshot below:



LIST OF SOFTWARE PLAYER CHANNELS

The list of Software Player channels displays the channels from the Video Player selected in **Setup > User > Predefined Configurations > Review Setup**.

LIST OF SERVER PLAYER CHANNELS

New!

The list of server player channels displays the channels from the EVS server selected in Setup > User > Predefined Configurations > Review Setup.

CLIP REVIEW BUTTONS

A series of buttons allows the manual loading of clips, the definition of player channels presets to quickly load clips onto, or the selection of the video screen display between single screen, dual split screen or quad split screen modes.

CLIP TRANSPORT, EDIT AND TRANSFER FUNCTIONS

This area provides the functions required to play a clip and move within the material. A jog wheel allows you to move through the loaded media in three different modes. Buttons used for clip editing and transfer are available as well.

It also contains time information fields:

TC IN field: displays the IN point timecode of the clip being reviewed.

Duration field: displays the time interval between the IN and OUT points, i.e. duration of the clip being reviewed.

TC OUT field: displays the OUT point timecode of the clip being reviewed.

TC Current: when the clip is being played, displays the current timecode position. This field can also be used to enter a timecode value to jump to.

5.4.3 LOADING MEDIA

To review a recorded clip, you need to load it on a player channel.

Player channels can be

New!

- Server player channels from the EVS servers present on the network. Clips will then be viewed on the SDI output display.
- Software Player channels, from the Video Players. Clips will then be viewed on the Software Player display.

A clip can be loaded just after its recording from the Record tab, or, later on, from the Left Clip List tab. The operation can be performed manually or automatically.

LOADING LAST RECORDED CLIPS ON PLAYER CHANNELS FROM THE RECORD TAB

You have the possibility to visualize the take you have just recorded in the Record tab, even if the take has not yet been saved on the server. You can do this in three different ways:

- manually, by selecting the clips and the Software Player or server player channels one by one
- manually, by selecting a preset configuration of Software Player or server player channels
- automatically, by selecting the Auto Review mode and a preset configuration of Software Player channels or server player channels.

Preset configurations of Software Player channels are intended to automatically load a selection of camera angles in a single tap.

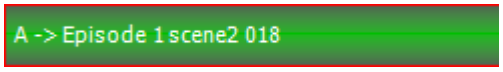
New!

Loading Clips Manually One by One

When the Auto Review function is not activated and you want to load some of the clips you have just recorded, proceed as follows:

1. From the Record tab, select the clip you want to review.

   The corresponding camera/clip line is highlighted.

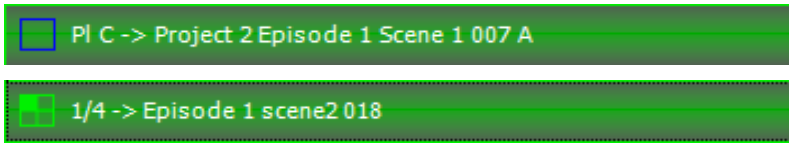
2. From the Review tab, select the player channel you want to load the clip onto. This can be a server player channel or a Software Player channel.

   The corresponding player channel line is highlighted.

3. Tap the **Load Clip** button

   The clip is loaded on the SDI output display or the Software Player display.

   The clip names are displayed on the respective player channel lines, in the Review tab.

4. Repeat steps 1 to 3 for each clip you want to load.

5. You can unload a clip by selecting the line in the Review tab and tapping the **Unload Clip** button

Loading Clips Manually on a Preset Configuration of Player Channels

How to Define Preset Configuration of Player Channels

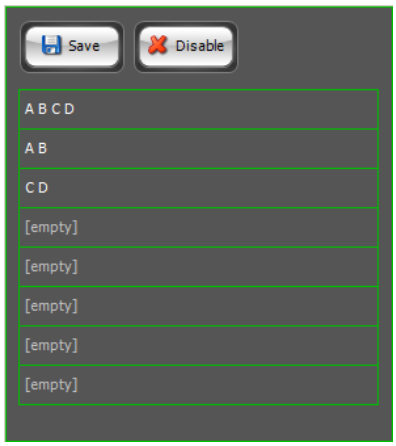
New!

Once you have loaded clips on player channels in a specific way, which means, the clip coming from a specific camera onto a specific player channel, you can save this configuration as a preset to be able to use it later without having to reload each clip one after each other. Up to 8 preset player channel configurations can be saved. This can be done with server player channels or with Software Player channels.

To define a preset player channel configuration based on the order in which clips have been loaded, proceed as follows:

1. Tap the **Display Preset** button .

   A menu with the list of existing Presets, if any, and empty Presets fields are displayed.



2. Tap the **Save** button.

3. - Select an empty line

   or

   - select an existing line if you want to replace an existing preset by the current selection.

   A dialog box opens.

4. Enter a name for the Preset in the **Preset Name** field.

5. Tap the **Validate** button or **Enter**.

   The new Preset name is displayed over the **Display Preset** button.

How to Load Clips on Preset

Once preset configurations have been defined, you can load recorded clips on a selection of Software Player or server player channels, even if the Auto Review mode is not activated. To do so, proceed as follows:

1. Tap the **Display Preset** button .

   The list of existing preset configurations is displayed.

2. Select one of the Preset configurations from the list.

   Clips recorded by the cameras defined in the selected preset player channel configuration are loaded on the player channels defined in the preset.

3. If required, you can repeat steps 2 and 3 to load clips on another preset player channel configuration.

4. You can unload a clip by selecting the line in the Review tab and tapping the **Unload Clip** button.

Loading Clips Automatically

Auto Review Mode

Before or during the recording of a take you can activate the Auto Review mode by tapping the **Auto Review** button in the Record tab. In this case, as soon as the recording stops, the clips recorded by the cameras defined in the current preset configuration will automatically be loaded for review on the Player channels defined in the preset. Refer to section 'How to Define Preset Configuration of Player Channels' on page 70 for more information on the options.

When the Auto Review mode is activated, the background color of the **Auto Review** button is blue:

The Auto Review mode can be deactivated by tapping the button again. The background color of the **Auto Review** button then turns grey.

How to Load Clips Automatically

To automatically load clips from a take you have just recorded on a selection of Software Player or server player channels, even if the take has not yet been saved on the server, proceed as follows:

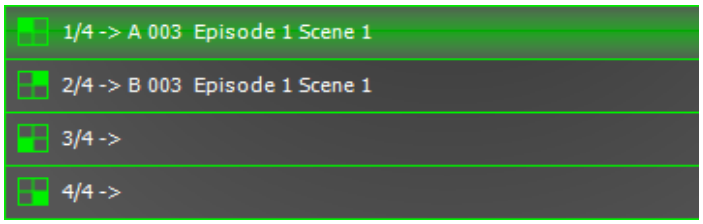
1. Tap the **Auto Review** button to activate the Auto Review mode.

2. Tap the **Display Preset** button .

3. Select one of the Preset configurations from the list.

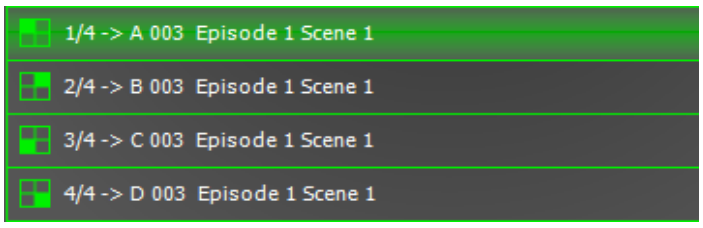
4. Record the take by tapping the **Start/In** button then the **Stop/Out** button.

   As soon as the **Stop/Out** button is tapped, clips recorded by the cameras defined in the selected preset player channel configuration are loaded on the Software Player channels or on the server player channels defined in the preset.



5. If required, tap the **Display Preset** button after the automatic loading of clips and select another preset configuration.

   Clips recorded by the cameras defined in the newly selected preset player channel configuration are loaded on the player channels defined in the second preset.



6. You can unload a clip by selecting the line in the Review tab and tapping the **Unload Clip** button.

LOADING CLIPS RECORDED EARLIER ON PLAYER CHANNELS FROM A CLIP LIST TAB

You have the possibility to review takes later on during the recording session, by selecting clips from the Left Clip List tab.

You can do this in two different ways:

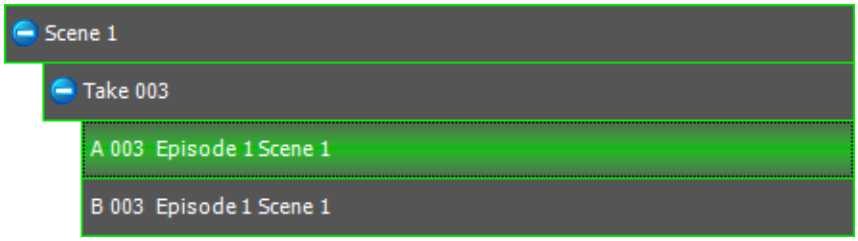
- manually, by selecting the clips and the player channels (from server or Software Player) one by one
- manually, by selecting a preset configuration of Software Player channels or server player channels.

How to Manually Load Previously Recorded Clips

When you want to load clips previously recorded on player channels, you can select clips from different takes or scenes. Proceed as follows:

1. From the Left Clip List tab, select the clip you want to review from the Scene>Take>Clip view.

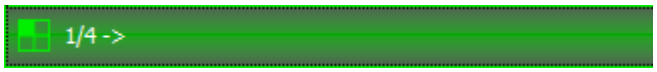
   The corresponding line is highlighted.



2. From the Review tab, select the player channel you want to load the clip onto. This can be a server player channel or a Software Player channel.

   The corresponding player channel line is highlighted.

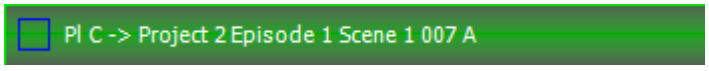
   or



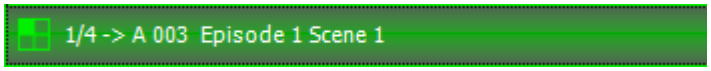
3. Tap the **Load Clip** button .

   The clip is loaded on the SDI output display or the Software Player display.

   The clip name is displayed on the player channel line, in the Review tab.



   or



4. Repeat steps 1 to 3 for each clip you want to load. Clips may come from different takes or scenes.

5. You can unload a clip by selecting the line in the Review tab and tapping the **Unload Clip** button.

New!

How to Manually Load Previously Recorded Clips on a Preset Configuration of Player Channels

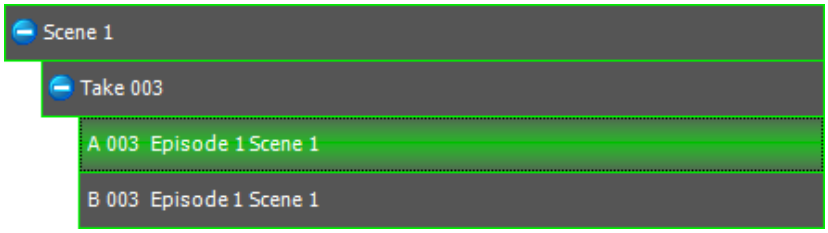
Once preset configurations have been defined, you can load clips on a selection of Software Player channels or server player channels. In this case, you cannot load clips coming from different takes or scenes.

Select a Clip in the Clip List Tab

You know which linked clips you want to load and you select one of them in the Clip List. To do so, proceed as follows:

1. From the Left Clip List tab, select one of the clips you want to review from the Scene>Take>Clip view.

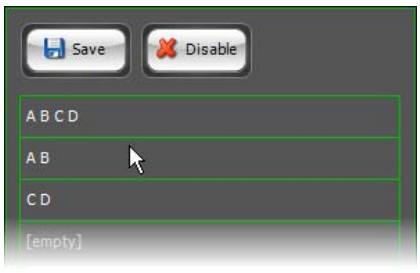
   The corresponding line is highlighted.



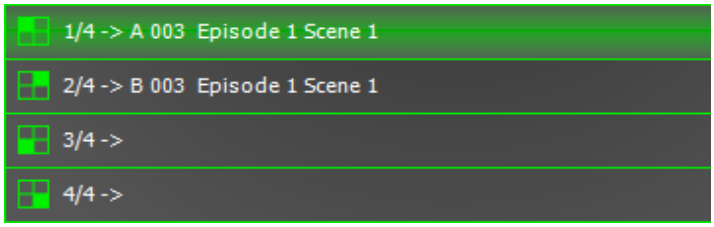
2. In the Review tab, tap the **Display Preset** button .

   The list of existing preset configurations is displayed.

3. Select one of the Preset configurations from the list.



   Clips recorded by the cameras defined in the selected preset player channel configuration and linked to the selected clip are loaded on the player channels defined in the preset.



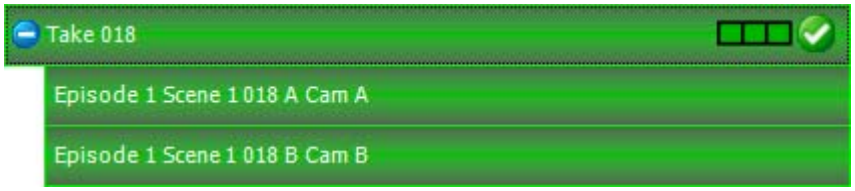
4. You can unload a clip by selecting the line in the Review tab and tapping the **Unload Clip** button.

Select a Take in the Clip List Tab

To load all the clips from a take at once, proceed as follows:

1. From the Left Clip List tab, select a Take line.

   All the clip lines from the corresponding take are highlighted.



2. In the Review tab, tap the **Display Preset** button .

   The list of existing preset configurations is displayed.

3. Select one of the Preset configurations from the list.

   Clips from the selected take and recorded by the cameras defined in the selected preset player channel configuration are loaded on the player channels defined in the preset.

4. To load clips from another take, select another take line from the Clip List tab and tap the **Load Take** button.

SELECTING THE SCREEN VIEW

Once you have loaded clip(s) on Software Player channel(s), you can select the Video Player configuration to display clips in single screen, dual split screen or quad split screen views.

To select which clip to view in single screen view, proceed as follows:

1. Load clip(s) on Software Player channel(s).
2. From the Review tab, tap the **Single Screen View** button .

   The background color of the button turns blue:
3. Tap the line corresponding to the loaded clip you want to view on screen.

   The clip is displayed in single screen view:

   In the Review tab, only the line corresponding to the selected clip is displayed.
4. To go back to the list of the loaded clips and the four Software Player channels in the Review tab, tap the **Quad Split Screen View** button .

   The four clips loaded on the player channels are automatically displayed on the four quarters of the screen.
5. To view another clip in single screen view, repeat steps 2 and 3.

To select which clips to view in dual split screen view, proceed as follows:

1. Load at least two clips on Software Player channels.
2. From the Review tab, tap the **Dual Split Screen View** button .

   The background color of the button turns blue: .
3. Tap the line corresponding to one of the loaded clips you want to view on the screen.
4. Tap the line corresponding to the second loaded clip you want to view on the screen.

   The clips are displayed on screen:

5. To view one of the two clips in single screen view, tap the **Single Screen View** button and then the line corresponding to the loaded clip you want to view on screen.

6. To go back to the list of the loaded clips and the four Software Player channels in the Review tab, tap the **Quad Split Screen View** button.

   The four clips loaded on the player channels are automatically displayed on the four quarters of the screen.

7. To view other clips in dual split screen view, repeat steps 2 to 4.

5.4.4 PLAYING CLIP(S) BACK

INTRODUCTION

Once a clip has been loaded on a player channel, it can be played back for review. Use the transport buttons:

to play the clip,

to stop the clip playback, or

to go back to the first frame of the clip.

When clips have been loaded on several player channels, transport buttons apply to all the clips at the same time.

MOVING THROUGH THE MEDIA

You can move through a loaded media by using the jog wheel or jump to a specific timecode by entering a value in the TC Current field.

Moving with the Jog Wheel

Jog Wheel Display

The jog wheel displayed in the Review window can be used in three different modes.

Jog Wheel Function	Description
Jog (green cursor)	Moving the wheel to the left or to the right allows you to move in the media frame by frame. Tapping at the end of the wheel it will only move 1 frame forward or backward, depending on if you tap at the right or left of the wheel.
Vari-Speed (orange cursor)	Moving the wheel to the left or to the right allows you to select a set constant speed to review the media, from 0.1 to 10 times, either backward or forward. • move the wheel to select the speed • release the wheel and the media will be played at the set speed.
Shuttle (red cursor)	Moving the wheel to the left or to the right allows the user to respectively fast-rewind or fast-forward within the media. When the wheel is released, the playback stops.

The jog wheel responds to movement on the screen when using touch screen and it also responds to the movements of the mouse wheel when the jog wheel has been selected.

Changing the Function of the Jog Wheel

You can change the function of the wheel from Jog to Vari-Speed then to Shuttle and then back to Jog by proceeding as follows:

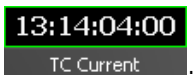
Tap the **Jog Wheel** button at the right of the wheel to change the jog wheel function.

The color at the centre of the button reflects the selected function.

The new mode is displayed below the wheel and the color of the **Jog Wheel** button has changed.

Jumping to a Specific Timecode

To jump to a specific timecode within the loaded clip limits, proceed as follows:

1. Tap the **TC Current** field 

.

   A virtual numeric keypad is displayed:

2. Enter a timecode value (in hhmmssff format)

3. Tap **Enter**.

   All the linked clips jump to the specific timecode.

New!

SYNCHRONIZE THE PLAYBACK OF CLIPS ON A TEMPORARY CUE POINT

Principle

The Temporary Cue Point functionality allows you to synchronize the playout of several clips on a specific point in time.

This feature is interesting when several takes have been recorded for the same scene and you want to review a clip from each take to compare them. As the duration or the TC IN of the takes varies, setting Temporary Cue Points allows you to synchronize the playout of several clips on a specific point in time.

These cue points are temporary, which means that once another clip is loaded on one Software Player channel, the cue point is lost.

As each clip is played from its TC IN point, the playback of each clip starts at different moments to ensure that the temporary cue point of each clip will be played at the same time.

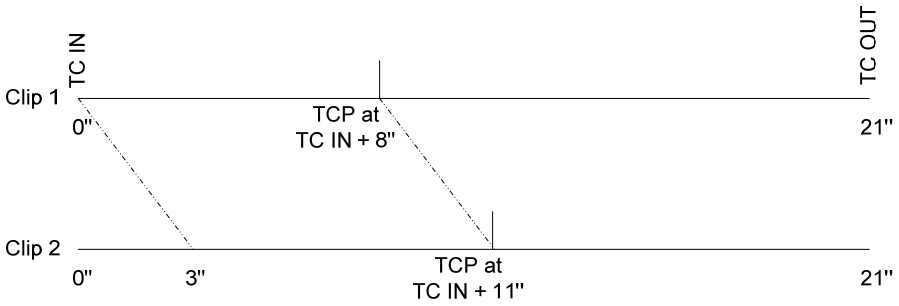
Example:

2 clips have a TC Duration of 24 seconds.

Temporary Cue Point of clip 1 is set at 'TC IN + 8 s'.

Temporary Cue Point of clip 2 is set at 'TC IN + 11 s'.

When tapping the **Play** button, the playout of clip 2 starts 3 seconds before the playout of clip 1; so, their temporary Cue Points are played at the same time.



Note

This function can only be used with Software Player channels, not with server player channels.

How to Play Clips from Different Takes

To set a temporary cue point, proceed as follows:

1. Load up to 4 clips on Software Player channels.
2. Select the line corresponding to a loaded clip in the Review tab.
3. Move through the clip until you reach the image you want to set as temporary cue point.
4. Tap the **Temporary Cue Point** button at the end of the line.

   The button turns blue when activated: .
5. Repeat steps 2 and 4 for the other clips.
6. Tap the **Cue** button to load each of the clips on their TC IN point.
7. Tap the **Play** button.

The playback of each clip is synchronized on all the temporary cue points.

PLAYING CLIP AUDIO DURING REVIEW

A clip can be recorded with up to 16 audio channels. When clips are played out from the Video Player, only two audio channels will be used for the audio. The two audio channels associated to each recorder channel are selected in Setup > User > Predefined Configurations > Record Setup as described in section 'How to Select Review Audio Channels' on page 26.

In dual split screen or quad split screen modes, several clips are viewed at the same time. So the users can select from which clip the audio will be played out by simply selecting the loaded clip line in the Review tab. The line highlighted corresponds to the clip from which the audio is played out.

5.4.5 EDITING MEDIA

PRINCIPLE

When the take has been recorded, one can imagine that the Start/In button has been tapped too late or the Stop/Out button has been tapped too early and that you missed some action you would like to keep. Thanks to the loop recording function of the EVS servers, it is possible to go back to the media and retrieve material before the IN point or after the OUT point of the recorded clip to add media to the recorded clip, provided that A/V material is still available.

The Edit Clip function can also be used to shorten a clip.

Note

This function can only be used with Software Player channels, not with server player channels.

SAVE AND TRANSFER STATUS OF EDITED CLIPS

In case the edited take had not yet been saved before editing, you will not be able to start editing.

In case the edited take had been saved but not transferred before editing, updated clips replace the original ones when the Edit Clip TC button is tapped and the take number remains unchanged.

In case the edited take had been transferred before editing, updated clips are saved as new clips when the Edit Clip TC button is tapped. So the original clips are not overwritten or deleted. The new clips are saved with a new take number.

Important

If the edited take is not the last recorded one, e.g. take 1 to 5 exist and take 2 is edited, updated clips will be saved under take number 6.

Pay attention that there is no way to see on which original clips updated clips are based.

HOW TO EDIT A CLIP (TC IN/OUT)

To modify the TC IN and/or the TC OUT of a recorded clip, proceed as follows:

1. Load the clip on a player channel as explained in section 5.4.3 'Loading Media' on page 68.

2. Tap the **Edit Clip TC** button

.

   It becomes active and its background color turns blue

.

   In and **Out** additional buttons appear at the bottom of the Review tab:

3. To edit the IN point, move through the clip until you find the position you want to mark as new IN point.

   The **TC Current** field reflects the actual position of the cursor, after moving.

4. When the cursor is on the selected timecode, tap the **In** button
.

   The modified IN point is displayed in the **TC IN** field and both **TC IN** and **Duration** fields are surrounded by a blue line.

5. To edit the OUT point, move through the clip until you find the position you want to mark as new OUT point.

   The **TC Current** field reflects the actual position of the cursor, after moving.

6. When the cursor is on the selected timecode, tap the **Out** button
.

   The modified OUT point is displayed in the **TC OUT** field and this field is surrounded by a blue line.

7. Tap the **Edit Clip TC** button

to save the changes.

   A dialog box opens and asks whether you want to apply the changes. Note that changes will be applied to all the clips of the take.

8. Tap
.

All the clips of the take not yet transferred are updated or new clips are created for the take already transferred.

5.5 ASSIGNING METADATA

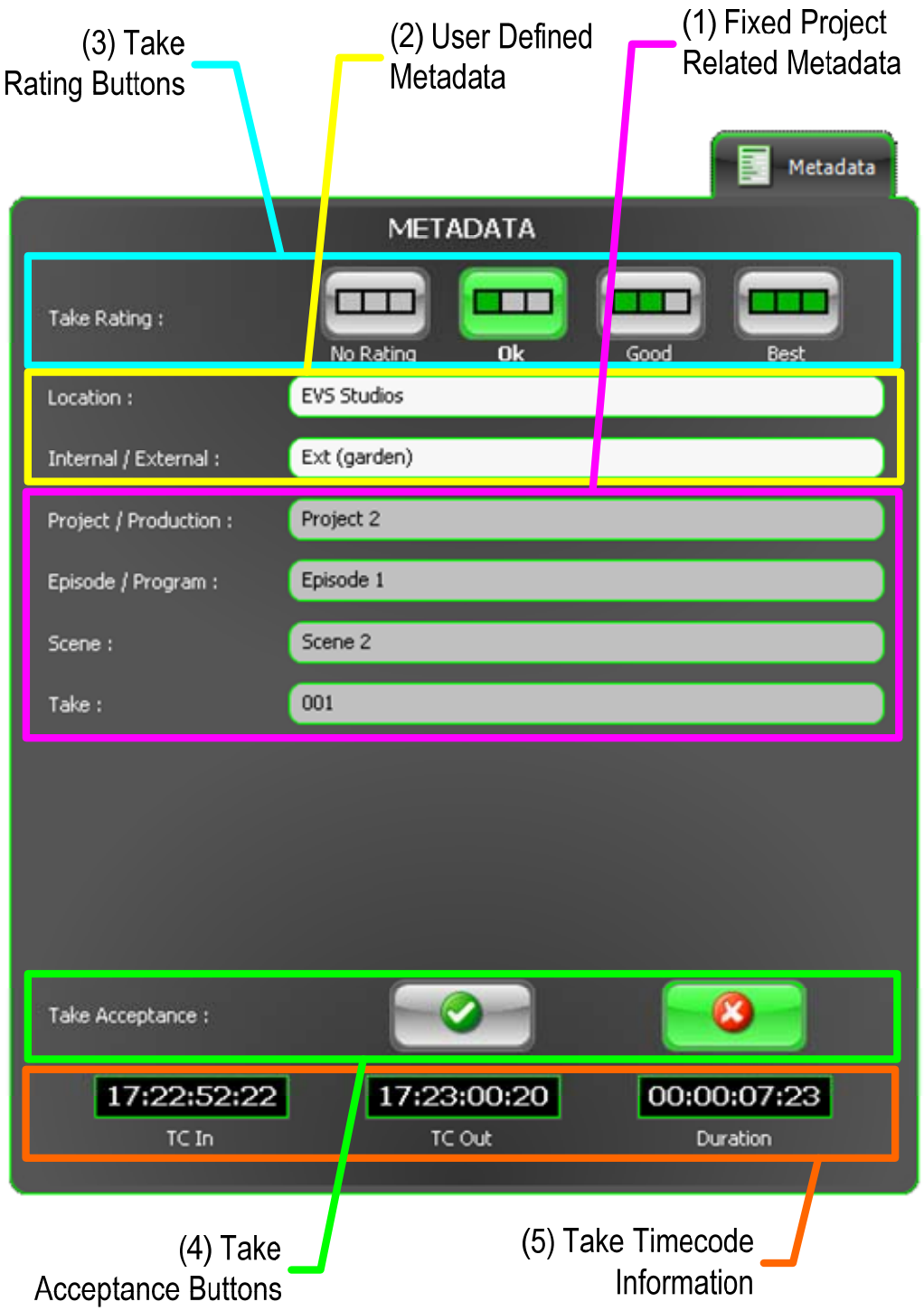
5.5.1 METADATA INFORMATION AND OVERVIEW OF THE METADATA TAB

Metadata are data associated to all the clips of a take. This is done from the Metadata tab of the Record/Review window.

Metadata may be of different types:

- Metadata linked to the project, episode, scene and take name or number (labelled as 1 in the Overview of the tab). Their values are defined by the system and cannot be changed by the users.
- Additional metadata defined at the setup system level in Setup > User > Metadata (labelled as 2). They appear as empty fields in which the users can enter free text.
- Take Rating displayed as four buttons (labelled as 3). Users can select one of these buttons to associate a rating to the Take. By default, buttons correspond to No rating, OK, Good, Best but this can be changed in the Setup.
- Take Acceptance, displayed as two buttons (labelled as 4). Users can select one of these buttons to flag the take as Accepted or Not Accepted.
- The TC IN, TC OUT and TC duration values of the take are saved as metadata as well (labelled as 5).

The Metadata tab only displays the metadata fields/buttons selected in Setup > User > Metadata. However, timecode information display cannot be disabled from the Setup. It is always displayed in the tab.

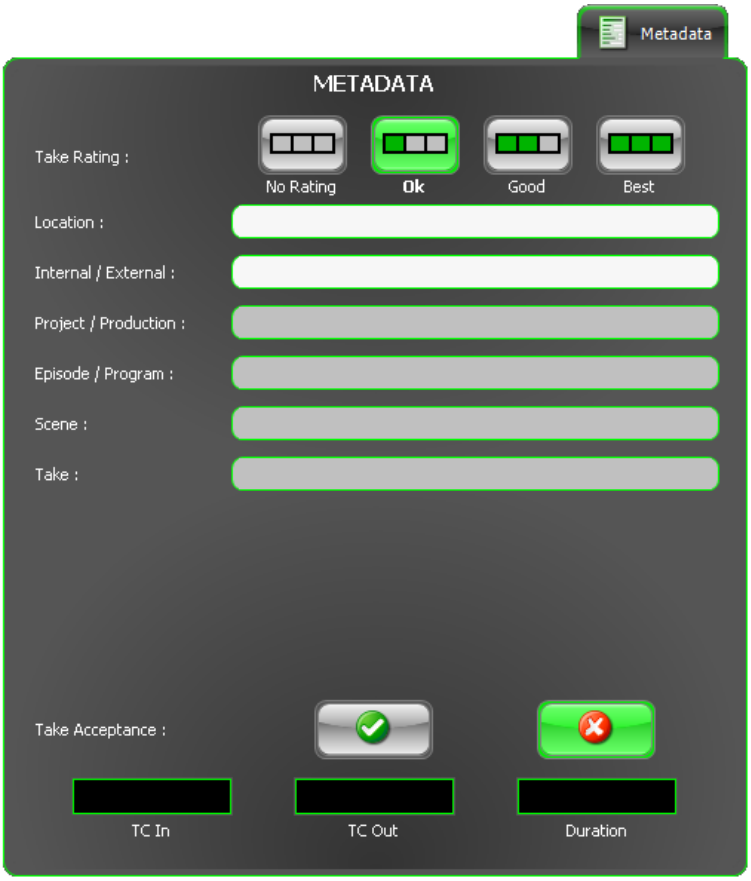

(3) Take Rating Buttons
(2) User Defined Metadata
(1) Fixed Project Related Metadata
Metadata
METADATA
Take Rating :
No Rating
Ok
Good
Best
Location :
EVS Studios
Internal / External :
Ext (garden)
Project / Production :
Project 2
Episode / Program :
Episode 1
Scene :
Scene 2
Take :
001
Take Acceptance :
17:22:52:22
TC In
17:23:00:20
TC Out
00:00:07:23
Duration
(4) Take Acceptance Buttons
(5) Take Timecode Information

5.5.2 How to Assign Metadata from the Record Tab

To assign metadata prior to the recording of a take, proceed as follows:

1. Open the Record tab and the Metadata tab.

   Only the metadata fields selected in **Setup > User > Metadata** are shown. No metadata value is displayed. The default values for Take Rating and Take Acceptance are selected and seen as green background buttons.



2. You can enter metadata values for the current take in the free text metadata fields at this point in time or later on.

3. Tap the **Start/In** button to start the recording.

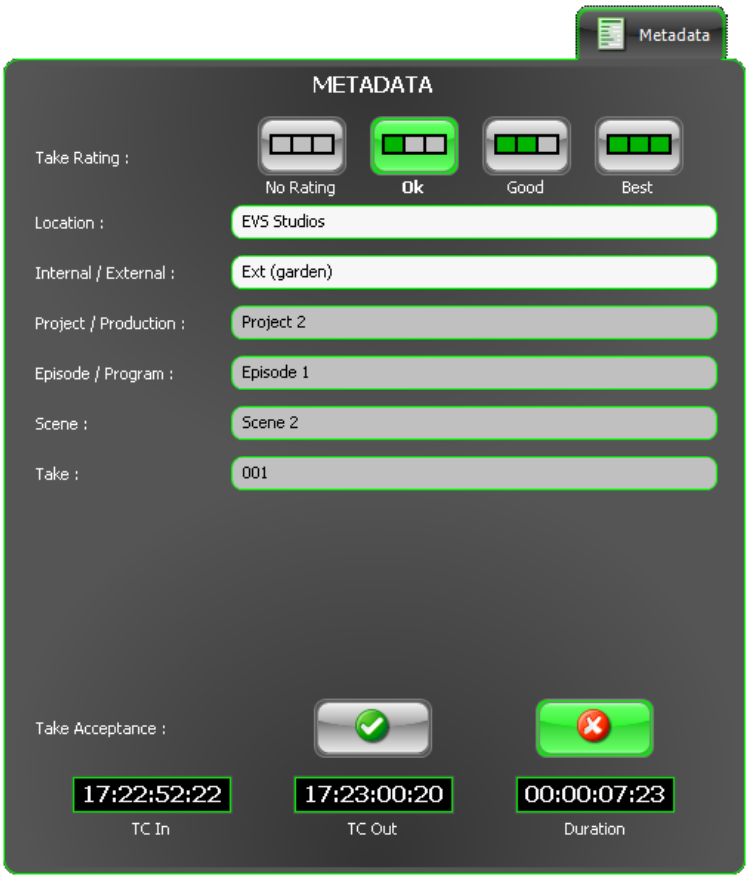
   The project-related fields are automatically filled in.

4. Tap a **Take Rating** button if you want to. This step may be done later.

5. If you want to, flag a take as accepted or not by tapping the corresponding **Take Acceptance** button. This step may be done later.

6. Tap the **Stop/Out** button to stop the recording of the current take.

   Timecode information is automatically displayed.


Metadata
METADATA
Take Rating :
No Rating
Ok
Good
Best
Location :
EVS Studios
Internal / External :
Ext (garden)
Project / Production :
Project 2
Episode / Program :
Episode 1
Scene :
Scene 2
Take :
001
Take Acceptance :
17:22:52:22
TC In
17:23:00:20
TC Out
00:00:07:23
Duration

5.5.3 How to Assign or Modify Metadata from the Clip-List Tab

To assign or modify metadata after the recording of a take, proceed as follows:

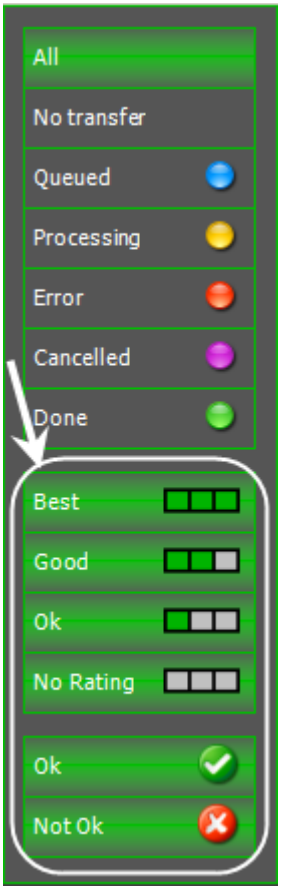
1. Open the left Clip List tab and the Metadata tab.
2. Select a clip or a take.

   The corresponding metadata values are displayed in the Metadata tab.
3. Update the requested values.

Metadata values entered for a clip are automatically assigned to all the clips from the take.

5.5.4 FILTERING TAKES ON TAKE RATING AND/OR TAKE ACCEPTANCE

The **Filter** button available from both Clip List tabs allows to filter the recorded takes based on their Take Rating value and Take Acceptance value. Tapping this button displays a contextual menu with the following different options:



By default, all the Take Rating and Take Acceptance options are selected (green background). Several options can be selected at a time.

5.6 VIEWING RECORD TRAINS

Record trains can be loaded on Software Player channels and viewed on the Software Player display, such as the recorded clips. They can also be loaded on server player channels and viewed on the SDI output display.

To load and view record trains, proceed as follows:

1. Tap the **Administrative Tasks** button in the upper left corner of the Record/Review window.

   The Administrative Tasks dialog box opens.

2. Tap the **View Input** button. It becomes active:

3. Tap the **Exit** button to exit the window.

4. Load the trains on Software Player channels in the same way as the loading of clips.

   Load the trains one by one by selecting the camera/recorder channel line in the Record tab, then the Software Player channel line in the Review tab and finally tap the **Load Input** button .

5. Load the trains on preset of Software Player channels by tapping the **Display Preset** button and selecting a Preset configuration from the list.

   Trains are loaded on the Software Player channels from the Preset configuration.

6. You can unload a train by selecting the line in the Review tab and tapping the **Unload Input** button.

7. To de-activate the View Input function, repeat steps 1 to 3.

6. Transferring Media

6.1 INTRODUCTION

New!

Recorded clips, once saved on EVS server, can be sent to predefined transfer destinations, which can be local drives, fixed, removable or shared drives, EVS archiving/storage solutions, storages with MAM like Unity with Interplay and FinalCutServer with XSAN.

Clip transfer to predefined destinations may occur after each take has been recorded or at the end of a recording session. An automatic transfer mode can also be activated.

Information on the transfer job status is permanently available from the Transfer Status window at the bottom of the screen. In addition, clips can be filtered based on their transfer status from the Clip List tabs.

When initiated, transfer tasks are performed in the background without interfering with the operator's other duties or with the functionality of the recording server. The transfer progress can be monitored within INSIO.

6.2 USER INTERFACE

6.2.1 OVERVIEW OF TRANSFER STATUS WINDOWS

The Transfer Status window can be displayed in two forms: condensed or expanded. It gives information on the status of the different transfer jobs which have been requested during the session.

OVERVIEW OF THE CONDENSED TRANSFER STATUS WINDOW

The condensed Transfer Status window is permanently present at the bottom of the INSIO window. It cannot be customized. The following information is displayed:

Item	Description
Current Transfer	Number of current transfer jobs and percentage of completion for the current transfer.
# Transferred (green)	Number of successful transfer jobs for the active session.
# Failed (red)	Number of failed transfer jobs for the active session.
# Remaining (white)	Number of remaining transfer jobs in the queue.

Item	Description
Video to transfer	Estimation of the remaining time needed to complete all the required transfer jobs.

OVERVIEW OF THE EXPANDED TRANSFER STATUS WINDOW

The expanded Transfer Status window can be accessed and exited by tapping in the condensed Transfer Status window.

It is displayed above the condensed Transfer Status window and the different transfer statuses are presented into different tabs.

Clip ID	Format	Video destination	Metadata destination	Filename	% complete	Current TC	Video to transf	Status
0100040A	EVS MXF	R:\		Scene 1_004_A.mxf	100 %	18:30:51:05	0 min 0 sec	Done
0100040B	EVS MXF	R:\		Scene 1_004_B.mxf	100 %	18:30:51:10	0 min 0 sec	Done
0100020A	EVS MXF	R:\		Scene 1_002_A.mxf	100 %	15:28:34:08	0 min 0 sec	Done
0100020B	EVS MXF	R:\		Scene 1_002_B.mxf	100 %	15:28:34:07	0 min 0 sec	Done
0100010A	EVS MXF	R:\		Scene 1_001_A.mxf	100 %	13:55:30:12	0 min 0 sec	Done
0100010B	EVS MXF	R:\		Scene 1_001_B.mxf	100 %	13:55:30:17	0 min 0 sec	Done
0100070A	EVS MXF	R:\		Scene 1_007_A.mxf	100 %	16:48:10:22	0 min 0 sec	Done
0100070B	EVS MXF	R:\		Scene 1_007_B.mxf	100 %	16:48:11:13	0 min 0 sec	Done
0100090A	EVS MXF	R:\		Scene 1_009_A.mxf	100 %	17:35:14:19	0 min 0 sec	Done
0100090B	EVS MXF	R:\		Scene 1_009_B.mxf	100 %	17:35:15:02	0 min 0 sec	Done
0101010A	EVS MXF	R:\		Scene 2_001_A.mxf	100 %	17:37:19:18	0 min 0 sec	Done
0101010B	EVS MXF	R:\		Scene 2_001_B.mxf	100 %	17:37:19:14	0 min 0 sec	Done
0101020A	EVS MXF	R:\		Scene 2_002_A.mxf	100 %	17:38:47:01	0 min 0 sec	Done
0101020B	EVS MXF	R:\		Scene 2_002_B.mxf	100 %	17:38:46:16	0 min 0 sec	Done
0101030A	EVS MXF	R:\		Scene 2_003_A.mxf	51 %	17:39:25:10	0 min 2 sec	Processing
0101030B	EVS MXF	R:\		Scene 2_003_B.mxf	44 %	17:39:24:02	0 min 2 sec	Processing

Transfer Job Status Information

Each tab provides the following information for each of the transfer jobs from the active session:

Column Header	Description
Clip ID	ID of the clip on the server.
Format	File format in which the transferred file will be generated.
Video Destination	Identification of the transfer destination as defined in Setup > User > Predefined Configurations. Refer to section 'Format, Name & Destination Tab' on page 17.
Metadata Destination	Identification of the metadata transfer destination as defined in Setup > User > Predefined Configurations. Refer to section 'Format, Name & Destination Tab' on page 17.
Filename	Filename given to the file transferred to the selected destination. The filename is user-defined as described in

Column Header	Description
	Setup > User > Predefined Configurations. Refer to section 'Format, Name & Destination Tab' on page 17.
% Complete	Percentage of completion for the transfer of each clip.
Current TC	In stream mode, timecode corresponding to the progress status of the transfer.
Video to Transfer	Estimated remaining time to complete each transfer job.
Status	Status of the transfer job for each clip: queued, processing, error, cancelled or done.

Transfer Job Status Buttons

The different buttons available on the right of the expanded Transfer Status window are or are not active, depending on the transfer tab which is displayed.

See All the Transfers button: in addition to the transfers from the current recording session, displays transfers still pending from a previous recording session. This button is available only from the Record / Review window.

See the Transfers from Current Session button: after the **See All the Transfers** button has previously been activated, this one only displays transfers from the current recording session.

Retry Transfer button: re-starts the selected transfer job which had transfer error status.

Highest Priority button: moves the selected transfer job to the first place in the queue.

Higher Priority button: moves the selected transfer job to the previous place in the queue.

Lower Priority button: moves the selected transfer job to the next place in the queue.

Lowest Priority button: moves the selected transfer job to the last place in the queue.

Cancel Request button: cancels the selected transfer job, if not yet done.

Hide button: hides the transfer job status selected in the Done tab.

For All Transfers button: allows the Retry, Cancel or Hide actions to be performed for all the jobs displayed in the selected tab. When activated, the background color turns red and the **Retry Transfer** button, the **Cancel Request** button and the **Hide** button are surrounded by a red line.

6.2.2 OVERVIEW OF THE CLIP LIST TABS

Two Clip List tabs, available from the Record/Review window, display the list of saved clips from the selected episode.

As explained in section 5.2.2 'Overview of the Record / Review Window' on page 55, both tabs display the same information. The right Clip List tab is intended to be used with the Record tab to manually select clips for transfer and visualize the transfer status. The left Clip List tab is intended to be used with the Review tab either to select clips to be transferred or to select clips which will be loaded on a player channel.

New!

Clip Selection Buttons

A series of buttons allows the multiselection of clips to be transferred as well as filter to sort clips on their transfer status, their take rating level or take acceptance status.

List of clips

This area displays the list of all the scenes, takes and clips for the episode selected in the Episode/Program field.

The take rating and take acceptance status are displayed at the end of each take line.

When transfer has been initialized, one or two colored icons are displayed at the end of each line and give direct information on the transfer status of each clip.

Clip Management Buttons

Transfer button: initiates the transfer of the selected clip(s).

Delete button: delete the selected clip(s).

6.3 TRANSFER PARAMETERS

The ability to transfer clips must be enabled in Setup > User > General > Clip Options. Otherwise, Transfer buttons are dimmed. Refer to section 3.2 ‘User General Settings’ on page 10.

6.3.1 TRANSFER MODES

The transfer function can be performed manually by the operator or automatically. Refer to sections 6.4 ‘Automatic Transfer’ on page 95 and 6.5 ‘Manual Transfer’ on page 95 for more details on both transfer modes.

6.3.2 TRANSFER DESTINATIONS

Transfer destinations must be defined beforehand in Setup > User > Predefined Configurations > Format, Name & Destination > Configure Destinations.

As clips may be transferred to a maximum of two transfer destinations, the destinations used for the project must be selected in Setup > User > Predefined Configurations > Format, Name & Destination > Destination Selection. Refer to section 3.3.1 ‘Prerequisites’ on page 12 for the list of steps involved in the definition of transfer destinations.

However, under some conditions, users can change the selected destination(s) from the Transfer button. Refer to section 6.5.4 ‘Destination Change’ on page 98.

6.4 AUTOMATIC TRANSFER

The automatic transfer can only be performed from the Record tab, just after the saving of recorded clip(s).

The Automatic Transfer mode can be activated in one of the following ways:

- from Setup > User > General > Default Auto Actions
- by tapping the Auto Transfer button in the Record tab of the Record/Review window before or during the recording of a take.

The background color of the Auto Transfer button turns blue when the function is activated:

An 'Auto' flag is present on the top of the Transfer button when the Auto Transfer mode is activated:

The Auto Transfer mode can be deactivated by tapping the AutoTransfer button again. The background color of the Auto Transfer button then turns grey and the 'Auto' flag is removed from the top of the Transfer button.

With the Auto Transfer mode activated, the linked clips of a recorded take will automatically be transferred to the predefined transfer destination(s) as soon as they are saved. Refer to section 5.3.3 'Recording a Take' on page 61 for more information.

6.5 MANUAL TRANSFER

Manual transfer of clips can occur at different times:

- just after the manual or automatic saving of a recorded clip. This is performed from the Record tab, for all the clips saved from a take, when the Automatic Transfer mode is not activated.
- when reviewing a recorded clip. This is performed from the Review tab, for the single selected clip.
- at any times, by selecting clips in one of the Clip List tabs. In this case, multiple clips can be selected.

Therefore, a Transfer button is present on the four tabs of the Record/Review window, except the Metadata tab. The operator will have to tap the Transfer button to initialize the transfer of clips to predefined transfer destinations.

6.5.1 MANUAL TRANSFER OF JUST RECORDED CLIPS

When a take has just been recorded and saved, as described in section 5.3.3 'Recording a Take' on page 61, it can be transferred to the predefined transfer destination(s) by tapping the **Transfer** button at the bottom of the Record tab.

The clips saved for the selected take will then be transferred.

6.5.2 MANUAL TRANSFER OF A CLIP DURING REVIEW

When a clip has been loaded on a player channel for review, as described in section 5.4.3 'Loading Media' on page 68, it can be transferred to the transfer destination(s) by tapping the **Transfer** button at the bottom of the Review tab.

Only the selected (highlighted) clip will then be transferred.

6.5.3 MANUAL TRANSFER OF ONE OR SEVERAL CLIPS AT THE END OF A RECORDING SESSION

Clips are not always transferred just after their recording but can be transferred at once after a recording session or at the end of the day. This can be performed from one of the two Clip List tabs.

You can select a single clip or multiple clips to be transferred. You can also select the line corresponding to a take or a scene, so, the clips from the entire take or scene will be transferred respectively.

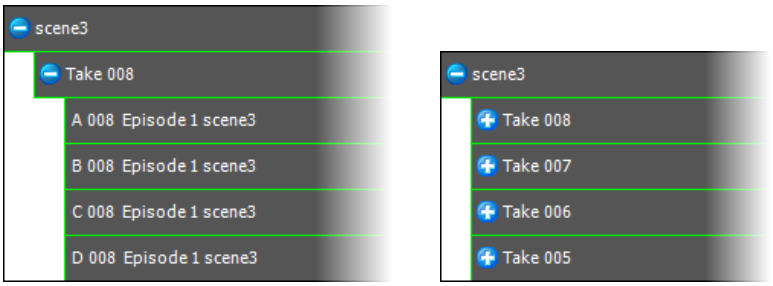
SELECTING CLIPS FROM THE CLIP LIST TABS

Tree View

The list of scenes or takes can be displayed in a collapsed or expanded view to facilitate the selection of clips.

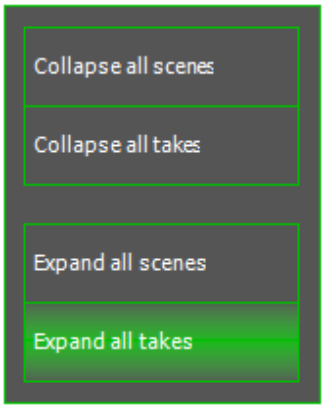
- The Scene view can be expanded to show its takes by tapping the ⊕ button or collapsed by tapping the ⊖ button.

In the same way, the Take view can be expanded to show its clips by tapping the ⊕ button or collapsed by tapping the ⊖ button.



- The **Collapse/Expand** button

can be tapped to display a contextual menu with the following options:



Clips Selection

The selection of clips from the Clip List tabs can be performed in different ways:

- to select a single clip, tap the corresponding line in the Clip List
- to select all the clips from the list, tap the **Select All** button

- to select all the clips from one take, select the take line.
- to select all the clips from one scene, select the scene line.
- to select multiple elements:
  - tap the **Multiselect Mode** button,

    The background button turns blue when it is active.
  - tap lines to select clips.
    Tapping on a Scene line selects all the takes and clips from this scene. Tapping on a Take line selects all the clips from this take.
- to clear the selection, tap the **Clear Selection** button.

How to Manually Transfer Clips from a Clip List Tab

To manually transfer one or several clip(s) from a Clip List tab, proceed as follows:

1. Open one of the Clip List tabs.
2. Select the clips you want to transfer.

   Selected clips become highlighted.
3. Tap the **Transfer** button on the Clip List tab.

The clips are transferred in the order they are displayed in the extended Transfer Status window.

6.5.4 Destination Change

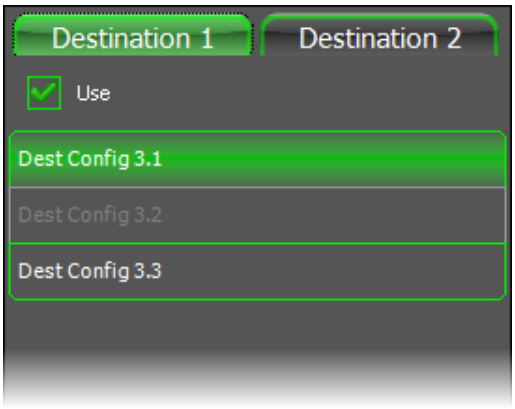
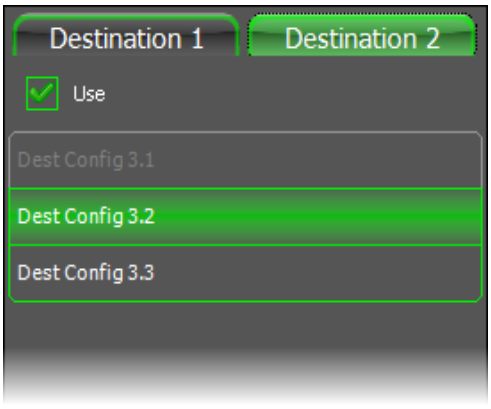
Prerequisites for Destination Change from the Transfer Button

The following conditions must be met to be able to change the transfer destinations from the **Transfer** button:

- the option **Allow destination change via transfer button** must have been selected in the Destination Selection tab of the settings.
- the Automatic Transfer mode must not be activated.

Available Transfer Destinations

When those prerequisites are met, the following window will be displayed as soon as you tap the **Transfer** button.

Destination 1 Tab	Destination 2 Tab
	

Actually, the selection is made not only on a transfer destination, but on a complete destination configuration.

The two Destination tabs list all the destination configurations which have been

defined in Setup > User > Predefined Configurations > Format, Name and Destination > Configure Destination (refer to section 'Configure Destinations Tab' on page 17).

In each tab, the highlighted line corresponds to the destination configuration which has been selected in Setup > User > Predefined Configurations > Format, Name and Destination > Destination Selection (refer to section 'Destination Selection Tab' on page 22).

In each tab, the destination configuration which cannot be selected, because it is used in the other Destination tab, is dimmed.

In the example above, the destination configuration 3.3 has been defined in the Settings but not selected by default.

In each tab, the Use check box allows to use for transfer, or not, the destination configuration selected in the list.

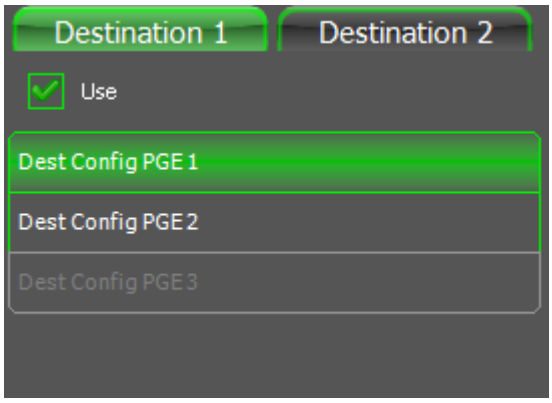
How to Change Transfer Destination from the Transfer Button

When those conditions are met, proceed as follows:

1. Tap the Transfer button, from the Record tab, the Review tab or a Clip List tab.

   The Transfer button is surrounded by a green line, indicating that new destination configurations can be selected

   The list of available transfer destination configurations is displayed

2. Select a new destination configuration from the Destination 1 list and/or from the Destination 2 list or clear the Use box to discard the corresponding destination.

3. Tap the Transfer button again.

   The clip transfer occurs.

This is just a temporary selection and the default destinations selected in the Settings will be displayed in case the Transfer button is tapped again. So, this function can be used, for example, to transfer clips to more than two destinations.

6.6 TRANSFER STATUS

6.6.1 TRANSFER COLOR CODE

Five job transfer statuses have been defined and are represented by different colored icons as follows:

- Queued: blue
- Processing: yellow
- Error: red
- Cancelled: pink
- Done: green

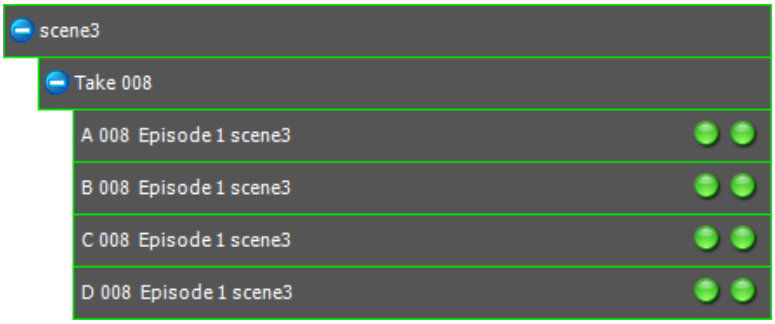
6.6.2 TRANSFER STATUS INFORMATION

Information on the transfer status is available from different areas:

- in the expanded Transfer Status window, various tabs display the list of clips with different transfer status.

Refer to section 'Overview of the Expanded Transfer Status window' on page 91.

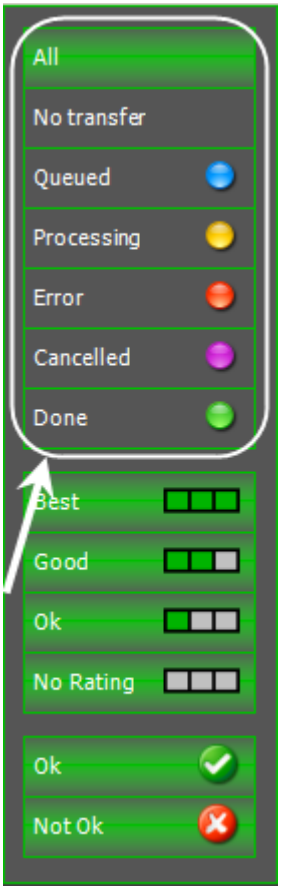
- in the Clip List tabs, colored icons are displayed at the end of each line. In case two destinations have been defined in **Setup > User > Predefined Configurations > Format, Name & Destination**, two icons will be displayed in the Clip List.



- in the Clip List tabs, the **Filter** button

allows you to filter on a specific transfer status.

  Tapping this button displays a contextual menu with different options allowing the filters to be applied on the transfer job status. Only one status can be selected at a time.



The table below describes the different options:

Option	Description
All	Returns the list of all the clips with the colored icon corresponding to the transfer status of each of them.
No Transfer	Returns the list of all the clips for which transfer has not been requested yet.
Queued (Blue)	Returns the list of all the clips for which a transfer has been requested and which are still pending. The list is reduced as fast as transfer jobs are done.
Processing (Yellow)	Returns the clips which are being transferred.
Error (Red)	Returns the list of all the clips for which the transfer has failed.
Cancelled (Pink)	Returns the list of all the clips for which the transfer has been cancelled.
Done (Green)	Returns the list of all the clips for which the transfer has been completed. The list is growing as fast as transfer jobs are done.

Once a transfer status has been selected, the Filter button is surrounded by a line colored with the selected status color:

6.6.3 FAILED TRANSFERS

When transfer jobs have failed, you can initiate a new transfer attempt from one of the two Clip List tabs. To do so, proceed as follows:

1. Tap the Filter button in the Clip List tab.

   The Filter contextual menu opens.

2. Select Error.

   Only the clips with an 'Error' transfer job status are listed.

3. Select all the clips.

4. Tap the Transfer button.

7. Cleaning Up the System and Deleting Media

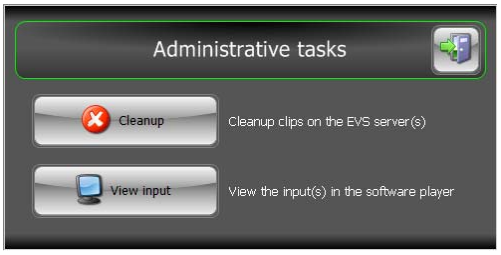
7.1 INTRODUCTION

When the clips that you want to keep have been transferred and you are sure that you do not need them anymore on the server, you can delete them from the server.

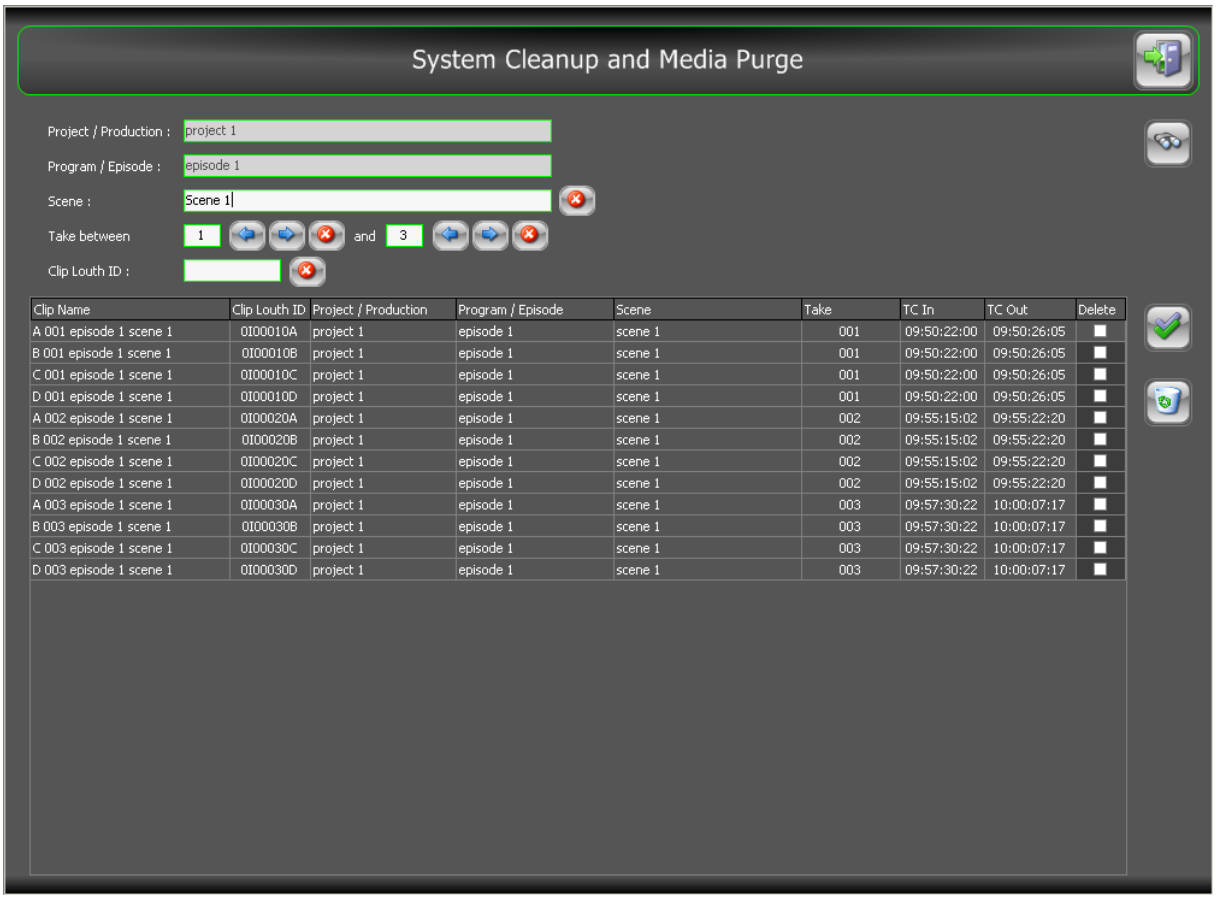
7.2 OVERVIEW OF THE CLEANUP WINDOW

The System Cleanup and Media Purge window can be accessed by tapping the Administrative Tasks button in the upper left corner of the Record/Review window.

Then, when the Administrative Tasks dialog box opens, tap the Cleanup button.



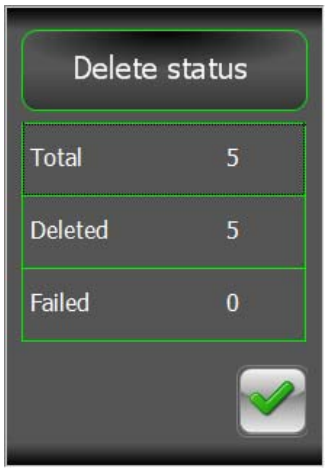
You are only allowed to delete media for the episode which was selected in the Record/Review window.


System Cleanup and Media Purge
Project / Production :
project 1
Program / Episode :
episode 1
Scene :
Scene 1
Take between
1
and
3
Clip Louth ID :
Clip Name
Clip Louth ID
Project / Production
Program / Episode
Scene
Take
TC In
TC Out
Delete
A 001 episode 1 scene 1 0I00010A project 1 episode 1 scene 1 001 09:50:22:00 09:50:26:05
B 001 episode 1 scene 1 0I00010B project 1 episode 1 scene 1 001 09:50:22:00 09:50:26:05
C 001 episode 1 scene 1 0I00010C project 1 episode 1 scene 1 001 09:50:22:00 09:50:26:05
D 001 episode 1 scene 1 0I00010D project 1 episode 1 scene 1 001 09:50:22:00 09:50:26:05
A 002 episode 1 scene 1 0I00020A project 1 episode 1 scene 1 002 09:55:15:02 09:55:22:20
B 002 episode 1 scene 1 0I00020B project 1 episode 1 scene 1 002 09:55:15:02 09:55:22:20
C 002 episode 1 scene 1 0I00020C project 1 episode 1 scene 1 002 09:55:15:02 09:55:22:20
D 002 episode 1 scene 1 0I00020D project 1 episode 1 scene 1 002 09:55:15:02 09:55:22:20
A 003 episode 1 scene 1 0I00030A project 1 episode 1 scene 1 003 09:57:30:22 10:00:07:17
B 003 episode 1 scene 1 0I00030B project 1 episode 1 scene 1 003 09:57:30:22 10:00:07:17
C 003 episode 1 scene 1 0I00030C project 1 episode 1 scene 1 003 09:57:30:22 10:00:07:17
D 003 episode 1 scene 1 0I00030D project 1 episode 1 scene 1 003 09:57:30:22 10:00:07:17

7.3 DELETING TAKES

To delete takes from an episode, proceed as follows:

1. Enter your search parameters. To do so, perform one of the following operations:
   - Enter the scene name in the **Scene** field and then enter the take numbers between which you want to delete media by using the arrows in the **Take** fields.
   - If you search for a specific clip, enter its clip louth ID.
   - To display all the clips from the episode, do not enter any criteria.
2. Tap the **Search** button .
   All the clips corresponding to the search criteria are displayed in the list.
3. Select the clips you want to delete in the **Delete** column or by tapping the **Select All** button .
4. Tap the **Cleanup Selected Clips** button .
   Clips are deleted from the EVS video server and a Delete Status window gives indication on the deletion process success:



5. Repeat the procedure for all the other episodes by accessing them one by one from the Program/Episode window.

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